



34th Chesterfield (Brimington) Scout Group

Volunteers Payments and Expenses Policy

The Group recognises the valuable contribution made by all volunteers, including Young Leaders, and aims to ensure that volunteers are not personally disadvantaged financially as a result of supporting the Group.

Volunteer Subs and Capitation

Volunteers, including Young Leaders, do not pay half-termly Group subs.

Young Leaders who are not members of an Explorer Unit may be asked to contribute towards their annual capitation fee where the Group is required to meet this cost on their behalf. Any such contribution will be communicated clearly to the Young Leader and/or their parent or carer as appropriate.

Camps and Trips

Wherever possible, the Group aims to keep the cost of volunteering at a Nights Away event, activity or visit as low as possible.

Volunteers, including Young Leaders, will normally only be charged where their participation results in an additional cost to the Group. For example,

- Where a venue, accommodation provider, transport operator or activity provider charges the Group a fee for each adult or Young Leader volunteer attending,
- Where young leaders are charged the same rate as children attending
- Where there are additional costs for catering for volunteers

Where the number of volunteers attending is greater than the number required for an event, and their attendance would increase the cost of the activity for young people, a contribution from those additional volunteers may be required.

Volunteers, including Young Leaders, may also be asked to pay the normal participant cost where they are taking part in an activity as a participant rather than attending solely in a volunteering capacity.

Where no additional cost is incurred by the Group as a result of a volunteer attending, no charge will normally be made.

The Group will always seek to identify opportunities to cover or reduce volunteer costs where financially practical.

Where additional volunteers attending is in excess of the number of volunteers required for an event, and will increase the cost of the activity for the young people, a contribution from volunteers may also be required.

Any costs associated with volunteering at an event will be clearly communicated when the volunteer team is being formed, allowing volunteers to choose whether or not to participate.

Uniform / Scouting Wear

Volunteers are expected to wear appropriate Group or Scouts-branded Scouting Wear at meetings and activities, as appropriate to their role and the activity. This may include:

- A Group or similar Scouting T-Shirt

- A Group or Scouting Hoodie
- A Scouts UK Leader / Young Leader Shirt
- Official items of Scouts UK uniform

Volunteers who choose to make their Scout Promise should also wear the Group Necker.

Volunteers will be provided with their first Group T-Shirt and a Necker once initial training has been completed.

- For adult volunteers, this means completing the required DBS checks and Growing Roots training
- For Young Leaders, this means completing the Module A training course.

All other items of uniform or Group wear, including any replacement T-Shirts or Neckers are at the volunteer's expense

Volunteer Expenses

Volunteers should not be expected to personally meet costs that are properly the responsibility of the Group, but should also avoid committing the Group to expenditure without appropriate authorisation.

Reasonable expenses necessarily incurred by volunteers in carrying out approved Group business will be reimbursed, subject to the Group's normal approval and expenses procedures.

Volunteers should obtain prior approval for significant or unusual expenditure wherever practical – any expense over £50 should always be approved in advance.

All claims should be submitted promptly and supported by receipts or other appropriate evidence where available.

Signing of Receipts / Evidence:

- **Where the claimant is a Team Member:** The Section / Event Team Leader & a Lead Volunteer should sign
- **Where the claimant is the Section / Event Team Leader:** Two Lead Volunteers should sign
- Lead Volunteers may not sign their own receipts / evidence.

No volunteer may approve their own expense claim or any claim where they have a personal financial interest

All receipts, supporting evidence and expense claims must be submitted through the Group's designated Treasurer Folder

- Receipts handed to the treasurer or other volunteer in any other manner than the official folder may not be received or misplaced

All expenses will be reimbursed by the Treasurer via Bank Transfer:

- Where expenses have been approved in advance, the Treasurer will aim to reimburse volunteers by bank transfer within two weeks of the claim being submitted
- Where expenses have not been approved in advance, there may be a delay in reimbursement
- There may be times where there are delays due to treasurer availability (for example if treasurer is away or unwell) – please be patient and advise a Lead Volunteer if you do need reimbursement more quickly

Expense claims should normally be submitted within 30 days of the expense being incurred.

All volunteer payments, reimbursements and contributions will be recorded appropriately within the Group's financial records.

The Group may decline to reimburse an expense where it was not reasonably incurred for approved Group business, was not appropriately authorised, or is not supported by sufficient evidence. Where a claim is declined, the volunteer will be given the reason for the decision.

Budgets & Approved Expenses

All half-termly programmes, events and activities should be budgeted in advance to ensure we are able to meet any financial implications.

Section Team Leaders should submit a Section budget half-termly and strive to ensure that expenses for meetings fall within the agreed budget.

Event Leaders should submit a budget for any activities, events or Nights Away as part of the planning process and strive to ensure that all event costs fall within the approved budget.

Payments to external organisations, accommodation or activity providers should not normally be made by volunteers – volunteers should seek approval from the Lead Volunteers before committing the Group to making such payments.

Any expenditure over £50 must be approved in advance. Purchases of Group equipment or resources over £50 require specific prior approval from the Trustee Board.

The following expenses may be reimbursed by the Treasurer without additional approval, subject to the conditions below:

- Any resources or supplies required for activities on a Friday night meeting that fall within the Section's approved budget
- Any resources or supplies purchased for a Group activity, visit or Nights Away event within the Event's approved budget
- Mileage expenses where a volunteer has used their personal vehicle to transport Group equipment

The following expenses may only be reimbursed following additional approval from the Trustee Board and therefore may be delayed

- Any resources or supplies purchased that exceed the half-termly budget for the Section, Event or Activity
- Any payments for Group Equipment / items that exceed the £50 limit that have not been approved in advance

The following expenses would not usually be approved:

- Personal transport costs
- Uniform or Scouting Wear (after the initial Group T-Shirt)
- Personal food / drink costs purchased during events / activities
- Parking charges or Fines

Mileage and Use of Personal Vehicles

Mileage expenses are only claimable in specific circumstances where a volunteer uses their personal vehicle:

- to tow the Group trailer
- to transport essential Group equipment to or from a camp or event.

Mileage will not normally be paid for ordinary travel to or from weekly meetings, activities, camps or other Scouting events.

Where mileage is claimable, it will be paid at the mileage rate agreed by the Trustee Board and communicated in the event budget.

Claims should be submitted through the Group's normal expenses process and should include the date, journey, purpose and mileage.

Responsibilities

Volunteers

- Obtain approval where required before committing the Group to expenditure.
- Submit claims within 30 days.
- Provide receipts or other supporting evidence.
- Use the designated Treasurer folder.
- Avoid committing the Group to expenditure without authorisation.

Section/Event Leaders

- Prepare and submit appropriate budgets.
- Monitor expenditure against approved budgets.
- Communicate any volunteer costs before the event.
- Approve claims where appropriate.

Treasurer

- Maintain appropriate financial records.
- Process approved expense claims.
- Reimburse approved expenses.
- Query unsupported or unusual claims.

Trustee Board

- Approve the policy.
- Approve expenditure requiring Trustee Board approval.
- Set mileage rates.
- Review the policy annually.

Review and Approval

This policy will be reviewed at least annually, or sooner if there are significant changes to the Group's financial arrangements or relevant guidance.

Any amendments to this policy must be approved by the Group Trustee Board.