



Scouts

**30th Warrington West
(Penketh Methodist)**

General Expenses Policy

Ref number:	30THWWGP14	Revision number:	001	Prepared by:	Kath Shaw Group Treasurer
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General Expenses Policy

1 Policy Purpose

This document records the 30th Warrington West (Penketh Methodist) Scout Group's **General Expenses Policy**.

2 What Expenses Can Be Claimed For

An expense claim can be made in the following circumstances.

- You have purchased something in accordance with the Group Spending Policy, but you do not have access to a group prepaid card so had to purchase the items yourself.
- You have purchased something outside of the Group Spending Policy, which has been later approved for reimbursement by 2 of the Treasurer, GSL and Chairperson.
- You have had prior agreement from 2 of the Treasurer, GSL and Chairperson that you can claim this expense.

3 Procedure for Claiming Expenses

Expenses should be claimed by downloading **Expenses Claim Form.xlsx** from the **Expenses Forms** channel in the **30th Team** team.

The claim form should be emailed to treasurer@30thwarringtonscouts.org.uk with any supporting receipts attached electronically.

If all receipts are included, then payment will be made into the claimant's bank account by bank transfer. However, any paper receipts should be kept and passed to the treasurer as soon as possible.

If the receipts are not included, then payment will be put on hold until these are passed to the treasurer.

This document was adopted by the 30th Warrington West (Penketh Methodist) Scout Group's Executive Committee.

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