



# Scouts

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

# Equipment Purchase Policy

Ref number:	30THWWGP16	Revision number:	001	Prepared by:	Kath Shaw Group Treasurer
Page:	1 of 2	Last reviewed:	16/1/23	Approved by:	Group Exec Committee

# Equipment Purchase Policy

## 1 Policy Purpose

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

## 2 Definition of Camp Balance

The Camp Balance is a "pot" of money which is the cumulative profit on all camps. The camp balance is to be used to maintain and replace our camping equipment and consumables such as gas.

## 3 Updating of Camp Balance

- The group treasurer will keep a record of any camp/event balances and record the running total in the group accounts spreadsheet in the "Camp Balances" sheet.
- Any purchases that the Group Treasurer deems to be for replacement camping equipment or consumables will be deducted from the camp balance.
- An update on the camp balance will also be given at each Executive Committee meeting.
- The balance will be rolled over to following years, so if it is unused in one year it can be used in future years.

## 4 Use of Camp Balance

- The Scout Section Leader can check this balance at any time and if sufficient money is available, they are empowered to use the balance to purchase and maintain equipment up to the balance amount WITHOUT further authorisation.
- The treasurer should be informed of the details of the purchase so that the balance available can be amended.
- If insufficient funds are available in the balance to make the required purchase, then a request should be put forward for consideration at the next Executive Committee meeting.
- If the item is urgently required then a justification should be sent to the treasurer who will follow the procedure set out in Section 5 of the Spending Policy to return a decision.

## 5 Purchase of Equipment that is Outside of the Scope of the Camp Balance

For any other purchases not covered by the camp balance, the levels of purchasing power as set out in the Group Spending Policy apply and this policy should be followed.

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

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