



Brickhill Scout Group Volunteer Expenses Policy and Procedures 2026

Reference to guidance from SCOUT ASSOCIATION HQ

<https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/>

Reference to guidance from Charity Commission Internal financial controls for charities

<https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities>

Guiding Principle

It is expected that no member of the trustees committee, leader, or helper should incur personal expenses while contributing to group activities beyond their personal requirements.

Reasonable expenses incurred while volunteering will be reimbursed by the group in accordance with Charity Commission guidelines, if they are agreed by GSL or Trustee Board and are considered legitimate expenses.

Brickhill Scout Group recognises that volunteers need to frequently purchase items to ensure the smooth running of the sections, hut, bus, and other expenses. Ideally any invoices should be sent directly to the treasurer for direct payment from the group account. If an individual purchases items or pays for events receipts should be emailed to the treasurer as soon as possible. These expenses will be reimbursed as promptly as possible.

Section budgets

Each Section has a budget for buying/ booking session items per term. This is a soft budget number as guidance rather than assigned an exact amount and no more.

The Section Leader is responsible for managing this budget and is required to submit an expense claim with VAT receipts by email to the Group Treasurer.

The budget is £1 per youth member per session that term.

e.g. 18 scouts X 11 sessions in the Autumn term = £198

e.g. 12 Beavers X 10 sessions in the Autumn term = £120

Most terms the section leaders should aim to still have budget left at the end of term which means if they go over slightly one term it is not a problem.

If a section is over budget significantly (>20%) the section leader must seek approval from Group Scout Leader.

If a section is over budget (>20%) on 2 terms in a 12-month period, the section leader must seek approval from Trustees and/or seek to fundraise to address the difference.

If a particular session is an expensive one. E.g. waterpark/go karting Section Leader should seek a contribution from parents.

If a purchase is for an item that will be used repeatedly by multiple sections (e.g. big box of dominos/ new g lue guns) the section leader should ask GSL or Trustees for this to be a "Group Section Purchase". If they agree the cost does not affect the individual section budget that term.



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Group Section Purchase

Each Section has a budget but occasionally there is an opportunity to purchase something that will benefit all the sections and it would be better if this was bought out of a separate pot of money rather than the individual section budgets. The limit for such a purchase is £200 per term. This may be approved by the Group Scout Leader or Chair of Trustees if it is known that there are available funds in the general accounts. If the amounts in the account are low this would need to be approved by a full Board Of Trustees.

Group / Section Camps and Trips

Costing a camp is a complicated balance of the number of participants and the required adult : child ratio. Discussion should be held with the GSL to determine costs and attendance.

Each camp should have at least a minimum 10% contingency fund to allow for unexpected events.

In the event of a young person or adult being unable to attend a trip or camp due to costs the section leader should approach the Board of Trustees for a "Hardship Grant".

The cost per youth member should be calculated based on the number of required adults and youths attending to ensure that it is not prohibitively expensive.

In the case of local group or section trips, camps and residential experiences, it is the expectation of the Brickhill Scout Group that the ratio of adults to youth is calculated, and a budget is made where the required adult costs is built into the event and paid for by event funds. Necessary volunteers should not be expected to pay for accommodation, food and travel out of their own pocket. Many venues allow a ratio of free adult entry/camping places, and this should be included in the calculation. Activities within a camp may require a specific ratio of adult supervision.

Adult Participation in a Camp.

It is recognised by Brickhill Scout Group that camps, and other trips cannot take place without sufficient adult supervision. We are very grateful to volunteers who give up their time to attend camps and trips. It is important however that any camp or trip is has the appropriate number of adults. It can't go ahead with too few but it shouldn't have an excessive amount that causes the trip to be prohibitively expensive. If there are adults above and beyond the required "Ratio Adults" adults may be asked for a small contribution to the costs so that the overall cost to the youth members is not excessive.

A good rule of thumb for UK camps is that the adult travel, food, & accommodation should be covered by camp funds, & "expensive activities" are contributed to by the participating adults. This way if an adult just comes to help but does not want to do any of the more expensive activities - camp would be completely free to them.

*E.g. Ziplining costs £50 per person – There are 2 free ratio adult spaces to accompany the youth participants. 1 youth requires a 1:1 as part of their normal care. 5 adults participate. (2 places are above ratio = £100) **£20 per adult zipline participant.***

*E.g. Archery costs £30 per hour for a maximum of 10 participants. (16 Scouts + 6 Adults)
The cost of having a 3rd session would be £30 but split between 16 Scouts less than £2 each.
The camp organisers may choose to merge that into the general camp costs.*

Where the camp cost includes expensive activities/travel (or international) a meeting will be held where all adult camp attendees negotiate fair costs. The costs to volunteers should be as low as possible. The discussion and calculation should be open and transparent. The Board of Trustees may choose to support the cost of some of these activities from the general fund and have a fundraising activity to address the cost.



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Uniform

Leaders (who have a completed DBS & training) and are required to wear uniform to perform the responsibilities of their role -A limited number of new or used uniform items may be claimed.

Scout Leaders Shirt or Blouse + Adult Brickhill Necker + woggle + World, County, District badge, and Group Name tape: should be purchased where possible from local Scout Shop where available and the group has an account.

Hoodies – If sufficient funds are available leaders will be provided with a new or used Brickhill hoodie. These will not be provided for leaders until they have completed the training and DBS. Leader hoodies are black or purple (Young people only purple).

The group reserves the right to ask for these items back at the end of the volunteer role.

Trustee Costs

On occasion, other committee members may need to spend small amounts, such as on postage. If the total expense is below £20 per term, no prior approval is necessary from the Trustees Committee. The Trustee is required to submit an expense claim with VAT receipts by email to the Group Treasurer.

HQ Expenses

Approval for significant expenditures, such as those related to equipment, clothing, or services, must be sought from the Group Scout Leader (GSL) initially.

In the event of one GSL, Treasurer, Group Chair role being vacant another Trustee will be temporarily elected to that role. If ALL 3 roles are vacant a section leader and/or member of the District Board of Trustees will be asked to temporarily step up.

Minimum Approval Authority Levels

£0-200	1 of GSL or Treasurer or Group Chair
£201-400	At least 2 of GSL, Treasurer, Group Chair, Purchase should be mentioned in Board of Trustees WhatsApp Chat but does not need to wait for a full approval
£401-800	At least 2 of GSL, Treasurer, Group Chair plus 1 more trustee
£800 +	Submitted to full Board of Trustees (Majority decision) Inc at least 2 of GSL, Treasurer, Group Chair plus 2 more trustees to pass.

Any purchases exceeding this £800 will necessitate approval from the Trustees Committee before expenditure. In regular situations, consensus should be reached during a Trustee Committee meeting and documented in the minutes. In exceptional cases, approval can be secured via email/WhatsApp with the agreement of the Chair, Treasurer, and Group Scout Leader.

For Capital Works associated with emergency maintenance of the Scout Hut, authorisation up to £1,000 cost can be granted by either the GSL or the Group Chair. However, for works exceeding this value, full Board Trustee approval is mandatory. In the event of an emergency these decisions can be made on the Board of Trustees WhatsApp Chat.



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Reimbursement of travel expenses

If it is required that a volunteer undertakes travel (not in a group vehicle) while performing essential group activity they may request a contribution to their travel costs. For example: driving to do a pre-visit on a campsite / set up tents / collect equipment. The volunteer should seek approval for these expenses from GSL.

When using a personal vehicle, individuals must ensure it is roadworthy, legal, and adequately insured. The current maximum fuel reimbursement rate is 45p (cars/vans) (20p motorbikes) per mile. Where possible a fuel receipt and note of the distance travelled would be preferred.

Regular Group Expenses

The Treasurer has the authority to process payment for the following items without seeking approval at a Board of Trustee meeting:

- Normal Scout Hut maintenance/cleaning costs
- Scout Hut Utilities, Tax, and Insurance costs
- Scout Minibus fuel, MOT, Tax, and Insurance costs
- Capitation fees
- Payment of any District account invoices (Badges, Uniform)
- Section expenses presented by volunteers.
- Website, OSM and reasonable admin costs
- Refunds - where agreed with section leader.
- Any other regular group expenditure