East Herts District Expenses and Payments Policy

Expenses

- Expenditure limit of £100 for DLV to make AdHoc purchases on behalf of the district. Amounts above this value are to be authorised by the Treasurer and Finance team.
- Event claims are to be inline with section budgets given in advance.
- Where possible payments to arranged via BACS. If members need financial support to organise and pay for programme events, please contact the DLV.
- All receipts claims are to be made within 30 days of events and activities being held, this is to ensure speedy and effective budget management and analysis.
- All claims are to be supported by photographic or physical evidence of receipts, sent to the Treasurer.
- Mileage claims to be at no more than termly submissions, mileage rate set at £0.45p per mile.
- Mileage claims are for members carrying out tasks on behalf of the District Teams requirements.

Payments

- Option - Treasurer creates payments for reimbursement of costs other signatories sign off, claimants are not to authorise own claims, but other signatories must authorise with expediency to ensure no delays in reimbursements.

All payments requests are to be circulated to all account signatories and the District Chair for transparency, and PDF downloads confirming payment authorisation are to be shared afterwards with the same members.

Note this Policy is to be rewritten and authorised by Trustee Board upon the implementation of Xero, and the Xero Me app and on the roll out of prepayment cards.

Once agreed by the East Herts District Trustee board a copy of this agreement must be published on the District Scouts website for future viewing.