



Payments and Expenses Policy

February 2020



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Payments and Expenses Policy

For St Helens and District Scouts

About this policy

N.B.: This Data Protection policy applies to all operations of St Helens and District Scout Council, including those at District Headquarters. It does not cover the operations of individual Groups, who should have their own policy.

Payments

Requests for goods and services being procured by budget holders, for use by St Helens and District Scouts can be made using our 'Payment Request' form. They should be made by the budget holder and should contain details of what good or services are to be purchased, who the payment should be made to and to which cost centre the payment should be charged.

Internal Cost Centre Transfers

Where payments to be made are internal cost centre transfers – the process is simple. Please agree with the budget holder you wish to make a charge to, what the charge should be. Once you have done this, please submit a Payment Request Form and detail the cost centre to be debited and the cost centre to be credited. When submitting to the Treasurer, please CC the budget holder of the cost centre being charged for approval.

Cash Advances

On occasion, it might be necessary for St Helens and District Scouts to pay a 'cash advance' to a volunteer who needs to use cash to procure goods or services. Such payments can be requested by a budget holder; but will require approval of the District Commissioner and the District Treasurer. Such payments should be requested using the same 'Payment Request' form. The individual will be asked to sign a 'Cash Advance Acceptance' agreement, which will set out the terms of the cash advance. This must be returned to the District Treasurer before any payment will be made.

How to Make a Payment Request

To make a payment request:

1. Budget holder completes a payment request form, available from SharePoint
2. Ensure that you include a valid (and appropriate) cost centre for each payment being requested
3. Attach the appropriate invoices(s)
4. Submit to john.beech@sthelensscouts.org.uk

The District Treasurer will verify that the request is from the correct budget holder and will seek approvals from the County Commissioner if the payment request is for a cash advance. The District Treasurer will also ensure that the recipient of any cash advance has signed the agreement before payment is processed.

Expenses

It is accepted as a principle that cost should not be a deterrent to the effective execution of a volunteer appointment within the District and that nobody should be debarred from accepting a District appointment due to financial constraint.

Substantiated and pre-approved claims will be reimbursed subject to the maximum entitlements outlined below and within the constraints of agreed budgets. It is the responsibility of all members to ensure that they use the most cost-effective method of delivering their responsibilities.

Important Notes

All requests for reimbursement of expenses must state the meeting, event or other information that substantiates the validity of the claim and must be pre-approved by the budget holder. E.g. no pre-approval means that you may not be reimbursed. In the case of the claimant being the budget holder, pre-approval should be sought from the claimant's line manager. For the purpose of pre-approval, in the case of the District Commissioner, approval should be sought from the District Chair and in the case of the District Chair, approval should be sought from the District Commissioner.

Reimbursement for expenses within section B (subsistence) require the pre-approval of either the District Commissioner, Deputy District Commissioner or District Chair, in addition to the pre-approval of the budget holder.

Upon submission, all claims should be given final approved by the relevant Line Manager, the District Commissioner, the Deputy District Commissioner or the District Chair before payment is made.

All Payments should be made within 6 months of the expense being incurred.

A: Travel

1. Use of Private Vehicles

- a) Before undertaking journeys by car, other means of transport should be considered
- b) The time available for the journey; the carriage of materials/equipment; the number of members undertaking the journey; the practicality of other means of transport and the relative costs are all factors to be borne in mind
- c) Private car use will be reimbursed at the authorised rate (currently 30p per mile)
- d) Mileage claims should state the event, starting and finishing points, distance traveled and the date of the journey
- e) Car parking charges will be refunded, and a ticket or receipt should be produced

2. Rail or Air

- a) First Class travel may not be used, except where first class travel is cheaper than standard class anytime travel
- b) When booking/purchasing tickets the most cost-effective options should be considered. This includes web bookings/purchases, booking as early in advance as possible and traveling off-peak as these will usually result in price savings

3. Taxis

- a) Taxi fares may be reclaimed when other methods of transport are not appropriate, taking account of cost, time and security constraints - they should be used sparingly, and receipts should be produced

B: Subsistence

1. Meals

Where necessary, reimbursement will be made for out of pocket costs for breakfast, lunch or dinner when members are traveling on District business.

The following indicate the maximum cost per person for each meal, including refreshments. Whilst occasionally circumstances may dictate that these limits be exceeded, higher costs may be challenged:

- Breakfast: £10
- Lunch: £10
- Dinner £25

2. Overnight Accommodation, including Hotels

Where necessary and approved by the District Commissioner or a Deputy District Commissioner, reimbursement will be made for accommodation costs with 'en-suite' facilities. An itemised receipt is required. Room costs, excluding breakfast, should not normally exceed £80 per night (noting higher rates will be applicable in areas such as London).

The following applies to all overnight accommodation:

- Any room extras including, but not exclusively, telephone calls, Internet access, costs of newspapers and items from a mini bar will not be reimbursed
- Should parking fees be applicable, they can be included in the claim.

C: Operational Expenses

The following will be reimbursed with the approval of the appropriate budget holder.

1. Uniform: For the District Commissioner, Deputy District Commissioners, Assistant District Commissioners and District Chair (if worn); limited to one item each of smart shirt or blouse; activity or smart trousers or skirt; scarf and woggle or tie and belt, no more frequently than once every two years. More frequent purchase of informal activity uniform is accepted in order to maintain brand presence; but the purchaser should have an agreed budget to which the cost can be charged.

2. Stationery and Printing Costs: General office stationery and printer consumables, at cost.

3. Postage: At cost.

D: Authority To Vary Arrangements

a) In exceptional circumstances, authority may be given to vary the arrangements in this policy. This authority may only be given by one of the following: District Commissioner, Deputy District Commissioner or District Chair. Where the authority to vary is for one of these post holders, a second of these post holders must agree with the variation.

E: How To Claim Expenses

To make an expense claim:

1. Obtain approval from the budget holder before incurring the expense and, if the expense falls within section B, obtain the approval of the District Commissioner or Deputy District Commissioner
2. Complete an expense claim form, available from the District Team SharePoint
3. Ensure that you include a valid (and appropriate) cost centre for each expense being claimed
4. Sign the form
5. Attach receipts
6. Submit to john.beech@sthelensscout.org.uk and copy the budget holder for approval – if you are the budget holder, copy your Line Manager for approval.

Payments will be processed by BACS and will normally be made within a two-week period.

Expenses Policy

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1.0	February 2020	March 2020	C. Valentine-Burrows	New Document