



## Glamorgan West Area Scout Council

### Area Delegated Spending Limits Policy

The Glamorgan West Area Scout Council is the electoral body that supports Scouting in the Glamorgan West Scout Area. Its executive functions are exercised through the Glamorgan West Area Executive and it is this body that ensures that due diligence has been exercised on Area expenditure.

Except for those sub-Committees and the Area Training & Activity Centres that have been authorised to operate their own bank accounts and have their own Area approved operating policy, all Area expenditure being accounted for in the Area accounts must be approved by the Area Commissioner and/or the Area Treasurer before it is incurred. However the Area Executive recognises that this restriction would place too many unnecessary burdens on these officers and will therefore implement the following policy of delegated spending limits for District Commissioners, the AAC Programme, the Area Commissioner and Area Office Bearers.

**It is however an overriding principle that any expenditure incurred under these delegated limits shall be both reasonable and necessary; shall be for the purpose of providing or supporting Scouting in the Area; and shall be accounted for in the Area accounts. Receipts must also be provided before expenditure can be reimbursed.**

### Delegated Authority Limits

#### 1. District Commissioners and AAC Programme

A single item under £50 in value, or a combination of items totalling under £100 in value for an event previously included in an annual plan, may be self authorised

A single item over £50 but not exceeding £150, or a combination of items totalling between £100 and £250 for an event previously included in an annual plan, must be authorised by the Area Commissioner

A single item exceeding £150 but below £500 must be authorised by both the Area Commissioner and the Area Treasurer

Planned purchases of an item over the value of £500 must be brought before a meeting of the Area Executive for approval.

#### 2. Area Commissioner and Area Office Bearers

A single item under £150 may be self authorised, provided that over a 6 month period not more than £500 is self authorised

A single item between £150 and £500 may be authorised by the Area Treasurer and the Area Commissioner, or the Area Treasurer and one other Office Bearer

Items over the value of £500 must be brought before a meeting of the Area Executive for approval.

### **3. Other Scouters**

Other Scouters must not incur any expenditure on the Area's behalf without the approval of the District Commissioner, the Area Commissioner or the Area Treasurer.

**This Policy Document was adopted by the Glamorgan West Area Executive in their meeting held on Thursday 15 March 2012**

**R Gary Evans  
Area Chairman**

**Gareth Watson  
Area Commissioner**