

# 17th St Albans Scout Group



## Event & Camp Costings Policy

The 17th St Albans Scout Group's policy is that all events and camps should aim to cover their costs. There should be no significant profit or loss.

The camp leader must ensure:

- Events and camps are planned and costed prior to booking the venue or event fees being taken.
- The group may account some of the event or camp costs to wear and tear of equipment, replacing gas cylinders etc. This is a requirement to allow us to maintain our equipment to a safe standard and allow for items (e.g. gas) that have a cost spread across multiple events or camps.
- Actual 'v' Budget variance is monitored so that significant variances are explained and raised with the Group Lead Volunteer and the Group Treasurer.
- Budgets/expenditure are reviewed at the end of the event.
- Full receipts to be drawn up and passed to treasurer as soon as possible after events. This should identify event fee income received and expenditure.
- Any surplus or deficit money from events will be managed by the Group Lead Volunteer and the Group Treasurer.
- Event or camp fee payments may be broken down into a non-refundable deposit to secure a place and a final payment.
- Any refund of payment is at the discretion of the event leader organiser.