|  |  |  |  |
| --- | --- | --- | --- |
|  | *Tick box* |  |  |
| *Claim from Rosyth District* |  |  | *Document Ref (Office use)* |
| *Payment to Rosyth District* |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| *Name:* |  |
| *Account No:* |  |
| *Sort Code:* |  |

*One event per form – include detailed additional notes*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Date*** | ***Account*** ***Code*** | ***Description / Purpose*** | ***Income (A)*** | ***Expense*** ***(B)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | £ | £ |
|  | **GRAND TOTAL (A-B)**  | **£** |

*I confirm that this claim for expenses or payment complies with ethos of The Scout Association and Rosyth Scouts financial policy.*

Signed Date

Authorised by…………………………………………………….. (Rosyth District Trustee)

* + Please secure all receipts to this claim form.
	+ Claims for expenses must be submitted as soon as possible after the event and detailed above, include budget code.
	+ It would be appreciated if claims for expenses could be completed on a monthly basis.

**Account codes …**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Code*** | ***Budget (Roles)*** | ***Code*** | ***Budget (Misc. / Events)*** |
| **10** | ***Beavers*** | **200** | ***Hardship*** |
| **20** | ***Cubs*** | **210** | ***Website*** |
| **30** | ***Scouts*** | **220** | ***Insurance*** |
| **40** | ***Explorers (Incl. YL)*** | **230** | ***District Neckerchiefs*** |
| **50** | ***Network*** | **240** | ***Donations (Incl. General Fundraising)*** |
| **60** | ***District Commissioner*** | **250** | ***Grants (General income)*** |
|  |  | **260** | ***Capitation*** |
| **70** | ***Training*** | **270** | ***Rosyth SAS*** |
| **80** | ***Appointments Committee*** | **280** | ***Undefined***  |
| **90** | ***District Exec (incl. AGM)*** |  |  |
| **100** | ***Badge Secretary*** | **400** | ***District Camp*** |
| **110** | ***DYAG*** | **410** | ***Carol Service*** |
| **120** | ***Regional Representative***  | **420** | ***Blair Atholl*** |
|  |  | **430** | ***World Scout Jamboree*** |
|  |  | **440** | ***Holland 2019*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |