

Rosyth District Finance Form



Tick box

Claim from Rosyth District	
Payment to Rosyth District	

Document Ref (Office use)

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)

- o Please secure all receipts to this claim form.
- o Claims for expenses must be submitted as soon as possible after the event and detailed above, include budget code.
- o 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