



**1st Keynsham Scout
Group** Registered Charity
Number 305626

Expenses claim / Paying In

Delete as applicable

Details of Expenses claim (ie: event, section allowance)	Amount	Category (see page2) (e.g. Axe troop, Stores)
	£	
	£	
	£	
	£	
	£	
Total amount claimed	£	
Make payment to:	(3) Address or bank details for payment	

Details of credit (ie: Event fees, subs)	Amount	Category (see page 2) (e.g. Axe troop, Summer camp, Jamboree)
	£	
	£	
Total amount Banked	£	

For use by Treasurer or authoriser

<i>TOTAL MONEY TO BE CREDITED £</i>	<i>PAYING IN SLIP NUMBER</i>
<i>Total Amount Claimed £</i>	<i>Cheque number/ Bacs ref</i>

(9) Signature of Budget holder / Claimant (or e-mail to Treasurer)

_____ Name. (Print)

Date _____

(10) Signature of Authoriser (not usually needed)

_____ Name (Print).....

Date _____

Submit to Group Treasurer c/o 56, St Francis Road, Keynsham

Expenditure		
Code Number	Category	Event/Item
E1	Equipment	Fittings and Furnishings
E2	Equipment	Stores contents
E3	Equipment	Activities content
	Equipment	Clay Shoot equipment
M1	Maintenance	Servicing/testing
M2	Maintenance	General Building
M3	Maintenance	Cleaning
M4	Maintenance	Janitorial
M5	Maintenance	Grounds General
U1	HQ Utilities	Elec/Gas/Water
U2	HQ Utilities	Computers/IT
U3	HQ Utilities	Insurance
U4	HQ Utilities	Loan Repayment
U5	HQ Utilities	Rates
S1	Scouting	Badges + Books
S2	Scouting	Capitation
S3	Scouting	Group Admin
S4	Scouting	Training
S5	Scouting	GSL Special Events
S6	Scouting	Sections allowance
S7	Scouting	Group Licences
S8	Scouting	Audit fees

Income		
Code Number	Category	Event/Item
F1	Fund raising	Auction
F2	Fund raising	Clay Pigeon
F3	Fund raising	Other fundraisers
i1	Income	Bank Interest
i2	Income	Explorers
i4	Income	Garage lets
i5	Income	Grants
i3	Income	Donations
i6	Income	Gift Aid
i7	Income	Lettings
i8	Income	Subs
i9	Activities	
C1	Chelwood	Camp site
i10	Income	Joining Fee
	Additional fund raising	New events

For Colony / Pack / Troop Expenses
please annotate name of unit