

hertfordshire cubs

Website: www.herts-scouts.net

Steve Hall - County Cub Administrator
70 Sefton Road, Stevenage, Hertfordshire. SG1 5RL
Tel: 01438 742063. Fax: 01438 742066. Email: cubs@herts-scouts.net



Event Expenses

1. A budget must be submitted and agreed for every County Cub event. Ideally this budget should be presented to a County Cub Meeting, if this is not possible it should be agreed by 2 of the 3 Cub signatories.
2. Any bills should be sent direct to the Cub Administrator for payment. You should avoid paying bills yourself where ever possible.
3. Any expenses you incur yourself, you **MUST** obtain a receipt for. An Expenses Claim Form should be completed and submitted to the Cub Administrator.
4. Any admin costs (including paper, stamps, envelopes, phone calls, photocopying) for the event **MUST** be included in the event budget
5. A receipt will be required for any donations we have agreed to make.

County Cub Admin Expenses

1. Cub funds will reimburse paper, printing and copying costs at a pre-agreed per sheet rate. This is currently set a 3p/sheet for single sided printing/copying.
2. Stamps and envelopes will be purchased and held by the County Cub Administrator.

ACC Cubs – Bob Cooper, 125 Raleigh Crescent, Stevenage, Herts. SG2 0EB
Cub Administrator – Steve Hall, 70 Sefton Rd, Stevenage, Herts. SG1 5RL
Account Signatory – Paul Rathbone, 433 Barnacres, Hemel Hempstead, Herts.

HERTFORDSHIRE COUNTY SCOUT COUNCIL

County Headquarters: Well End Activity Centre, Well End Road, Borehamwood, Hertfordshire, WD6 5PR

Telephone: 020 8236 0040 Fax: 020 8236 0045 Email: admin@herts-scouts.net

County Commissioner: Roger J.Sands
Charity No. 302606

County President: Morris le Fleming DL
VAT Registration No. 761 4558 19

County Chairman: Michael Colne DL
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