



Scouts

1st Ince and Elton

Financial Management Policy

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Financial Management Policy

- Accounts must be kept for the group in line with Scout Association Guidelines, as stated in the POR and within the rules of the Charities Commission.
- A Group Treasurer must be appointed to ensure that all records are kept up to date.
- An annual audit of accounts is required in line with the Charities Commission requirements at the AGM before the accounts are posted with the Charities Commission and the Scout Association.
- Gift Aid should be applied for annually by the Group Treasurer or nominated person.
- The GEC is responsible to ensure that census payments and insurance for the Scout Headquarters is paid in full and on time. The GEC is also responsible to ensure that the building i.e. the Scout HQ is in a good state of repair and holds sufficient funds in order to make sure that a maintenance fund is available for emergency repairs.
- Each section may hold a float of a maximum of £100 in cash for sundry items. All items must be receipted. The float can be replenished at each GEC meeting by the Group Treasurer.
- All requests over £100 and lower than £200 for items must be agreed by a minimum of 2 members of the GEC and the Group Treasurer must confirm financial viability before any expense is borne. Applications for activity funding from the Group funds must go to the GEC and be voted upon.
- For camps and activities for all sections an application for funds must be completed by the organising leader approved by the GSL and passed to the Group Treasurer. If subsidies are requested, then the Group Treasurer will confirm if funds are available. If requests for funds are for the Hardship budget, then the Group Treasurer will confirm availability. If funds are requested for other activities and are more than £200 then a decision will be made at the next GEC meeting.
- All camps, holidays and activities should aim to be cost neutral.
- If attendance at a camp is low, then a request for a subsidy should be submitted to the Group GEC for funds for leader places to be paid for by the Group. This must be completed within the time frame allocated for receipt of deposits and confirmed numbers. GSL reserves the right to cancel the camp.
- Advanced funds may be requested via the correct form and approved by the Group Treasurer.
- All section accounting should be completed each month using the OSM facility and verified by the Group Treasurer.

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