



Scouts

1st Ince and Elton

Financial Management Policy

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| Ref number: | 1STIEGP04 | Date of issue: | 08/06/2025 | Prepared by: | Ashley Proctor |
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Financial Management Policy

1. Purpose

This policy outlines the principles and procedures for sound financial management within 1st Ince and Elton Scout Group. It ensures transparency, accountability, and compliance with Scout Association rules and the Charities Commission.

2. Roles and Responsibilities

- The Group Trustee Board holds overall responsibility for the Group's finances.
- The Group Treasurer is responsible for day-to-day financial oversight, record-keeping, reporting, and compliance.
- Section Leaders are responsible for managing small budgets and reporting any expenditure accurately.

3. Budgeting and Oversight

- The Group will operate to an annual budget, approved by the Group Trustee Board.
- Each section may hold a float of up to £100, issued via a Group-provided Expense Card:
 - Receipts for all transactions must be submitted to the Treasurer promptly — preferably immediately after purchase, or within 14 days.
 - This can easily be done using the Online Scout Manager (OSM) receipt upload facility.
 - If OSM is not accessible, receipts should be submitted digitally to the Treasurer (e.g. via email or WhatsApp).
 - Failure to submit receipts in a timely manner or misuse of the card may result in Expense Cards being withdrawn or reallocated.
 - Submitting receipts is essential for maintaining compliance with Charity Commission guidelines.
- All expenditure over £100 and under £500 requires agreement from two Trustee Board members.
- Expenditure over £500 must be approved at a formal Trustee Board meeting.

4. Subscriptions and Payments

4.1 Membership Fees (Subs)

- As of January 2025, the fee is £165 per annum (£15 per month, with payments not taken during the month of August).
- Subscriptions are reviewed and set annually by the Group Trustee Board.

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- Payment should be made by Direct Debit through Online Scout Manager/GoCardless unless otherwise agreed.

4.2 Trip and Camp Fees

- All activity payments are due in advance, unless agreed otherwise by the Leader in charge.
- Deposits are non-refundable, and withdrawal after signup still incurs full payment.
- Where there is a single payment for an activity, this should be taken to constitute a non-refundable deposit.
- Refunds (partial or full) may be made only in exceptional circumstances, with Group Trustee Board discretion.

4.3 Overdue and Non-Payment of Fees

- Non-payment of any fees (subscriptions or event costs) may result in suspension from section activities, camps, or, in persistent cases, membership of the Group.
- If payments become overdue, automated email reminders will be issued, followed by verbal follow-up from Section Leaders.
- If payment remains outstanding after three reminders and 10 further days, a formal letter or email will be issued giving 14 days' notice to make payment. If no response is received, membership may be terminated.
- We understand that financial situations vary. Scouting should be accessible to all. If you're concerned about covering the cost of subscriptions or events, please speak to your Section Leader or email us in complete confidence. We'll do everything we can to support you.

5. Hardship Support

- Families facing financial hardship are encouraged to speak to their Section Team in complete confidence.
- The Group may be able to offer support in a number of ways, including:
 - Deferment of payments
 - Payment by instalments
 - Full or partial funding through the Group's hardship fund (e.g. to cover subscriptions, uniform, or event fees)
- All support is considered on a case-by-case basis and subject to approval by the Group Trustee Board.

6. Fundraising and Grants

- Fundraising activities should be approved by the Group Trustee Board.

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- A Fundraising Sub-Committee (FSC) may be formed to deliver events.
- Donors must be informed of how their contributions are used. Major grants should be acknowledged with letters and photographs.

7. Cash Handling and Receipts

- Cash must be recorded and receipted by a Group Volunteer or Treasurer.
- Sections should minimise cash handling by encouraging digital payment where possible.

8. Accounting and Reporting

Accounts must be kept in line with Scout Association rules and Charities Commission guidelines.

The Treasurer must:

- Maintain clear, up-to-date records
- Submit accounts for annual independent examination
- Report regularly to the GEC and present accounts at the AGM

8.1 Gift Aid

- The Group will collect Gift Aid annually where eligible.
- Forms will be held securely by the Treasurer for at least 7 years.

9. Activity and Camp Budgets

- All camps and events should aim to be cost neutral.
- Leaders must submit funding requests in advance for subsidy approval.
- The Group Lead Volunteer may cancel an event if numbers are too low to justify costs.

10. Reserves Policy

The Group aims to hold reserves of **£14,000** to ensure we can continue delivering Scouting if income drops or unexpected costs arise. This total includes:

- **£6,000** for six months of essential running costs (admin, utilities, census, maintenance)
- **£8,000** for emergency repairs or unforeseen financial needs

The reserve level is reviewed each year by the Trustee Board as part of the budget process. If reserves fall below the target, a recovery plan will be agreed.

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Reserves may only be used with Trustee Board approval and must be replenished where possible. Any additional funds set aside for future projects will be recorded separately as designated funds.

11. Review

This policy will be reviewed every three years or sooner if required by changes in regulation or Group structure.

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