



As each Scout Group is defined by The Scout Association as a separate unincorporated charity we are under a statutory obligation to keep proper books of account.

This policy outlines how we manage finances locally at 1st Crowmarsh Gifford Scout Group.

### Policy Explanation

This Local Finance Policy describes how we reserve, allocate and spend money across the sections. 1st Crowmarsh Gifford Scout Group does not own any land or buildings, therefore there is no additional income or expenditure to manage locally other than subscriptions, fundraising and operating costs.

All other finance guidelines are to be carried out in accordance with Scouts Policy, Organisation and Rules [Chapter 5: b. Local governance of Groups, Districts and Counties | Policy, Organisation and Rules | Scouts](#).

### Safeguarding of Expenditure and Monies

- All receipts will be given to the Treasurer who will keep a central account of the finances of the Group.
- No cheques or online authorisation will be done by a family or close relationship partner or for themselves.
- All members of the Group are responsible for sensible expenditure and keeping of records, whether handling cash or card to avoid accusations of misappropriation of funds.
- If any expense is for over £100 Volunteers should confirm with the Group Lead Volunteer or Treasurer prior to commitment.
- All expenses to be claimed will be managed by the Treasurer.
- Events and Camps should be paid for using OSM. Expenses can be paid on the Team Leader's Expense Card once approved by the Group Lead Volunteer.

### Reserves

The work of the Trustees includes financial control, particularly in the budgeting of large events, activities and equipment maintenance as well as regularly monitoring the financial risks to which the Group may be exposed.

The Group's income is generated from fundraising, donations, grants and the membership subscriptions paid by members of the Group. The reserves policy of the Group is such that our reserves will be held in a zero risk easy access account.

The Group will retain reserves at least equivalent to estimates of one year's Capitation or one year's annual expenditure on fixed running costs, whichever is greater. For reference, for the financial year 2025-26 both these figures were approaching £4000.

### **Budgeting**

- The Treasurer and the Trustee Chair meet regularly throughout the year to ensure the budget is on track.
- As part of the annual plan, a set amount is allocated to each section to allow planning for spending. If additional fundraising produces sufficient funds additional budget will be released evenly across the 3 sections. This will be reviewed and approved at a Trustee meeting.
- The Team Leaders should provide invoices to the Treasurer and if they are using their allocation of funds for that year to pay for a particular event, rather than collecting money from the members' parents to pay for the event, then they should highlight this to the Treasurer who will keep a record of the budget being used by that section.

### **Fundraising**

As defined in Scouts Policy, Organisation and Rules, Groups are expected to generate sufficient funds to carry out their own programme of activities.

All fundraising undertaken by or on behalf of 1st Crowmarsh Gifford Scout Group must be carried out as prescribed by the law.

1st Crowmarsh Gifford Scout Group have typically taken part in local fundraising events including: 1155 Fireworks, Santa Sleigh, community BBQ, Community Café as agreed by the Trustees on a case by case basis.

### **Our Position & Expectations**

At 1st Crowmarsh Gifford Scout Group we expect

- The Treasurer to prepare a statement of accounts annually and follow [Chapter 5: b. Local governance of Groups, Districts and Counties | Policy, Organisation and Rules | Scouts](#) to meet all reporting requirements.
- All fundraising activities to be carried out in accordance with the law.

### **Concerns**

If you wish to discuss any part of this policy, please speak to your Section Team Leader who will be happy to discuss matters.