

Financial Management Policy

This policy sets out how 1st Devizes Scout Group will manage all finances associated with the running of the Scout Group including collecting money for subscriptions, capitation and activities/events/camps and how claims for money will be handled.

Definitions of roles used within this policy:

- Volunteer - Section Leaders, Assistant Section Leaders, Sectional Assistants, Young Leaders and Committee (excluding Occasional Helpers and Parent Helpers)
- Leader - Section Leaders, Assistant Section Leaders, Sectional Assistants and Young Leaders

Group Treasurer

The Scout Group Treasurer is responsible for the day to day management and recording of transactions for the Scout Group (including all accounts), along with payment of invoices and expenses. The Group Treasurer will work closely with the Group Chair and Group Scout Leader to perform this role. The Group Treasurer is also responsible for the production of the Group end of year accounts. The Scout Group End of Year is 31st March.

Payment Methods

The Scout Group will normally only accept payment via Standing Order or BACS. This is so that all payments can be traced and are accounted for. Normally the only time that cash is used will be for low cost sleepovers or events or fundraising events.

Membership Subscription (Subs)

Our membership fee is reviewed yearly. It is a monthly fee payable for all 12 months of the year, payable at the start of each month by Standing Order. This will be due on the 1st of the month following the month that they have started to allow for a trial period. This goes towards the costs of meetings such as badges, games, refreshments, handicrafts and so on. This also covers the annual membership and insurance fee to the Scout Association.

The monthly subscription fee is non-refundable once paid. There are no full or part refunds available if a Young Person does not turn up for a weekly meeting or event covered by the monthly subscription.

Subsequent Children

The Scout Group do not offer any discount of the subscriptions for any siblings. This is due to the costs of membership being equal for every member.

Discounts for Leaders Children

There will be no discount offered to any Leaders or Volunteers children in the Scout Group so as not to discriminate against those that do not have children in the Scout Group.

Non-Payment of Subs

Subs need to be paid through BACS in the first week of each month. Our Scout Group policy is as follows:

- First month not paid: 1 month grace and an email reminder,
- Second month not paid: email for reminder to settle in full ASAP,
- Third month: parents contacted a final time with a date (normally 24 hours) for full settlement. If this is not paid the parents have forfeited the child's place.

If they wish to re-join, they must first pay all outstanding moneys and then be added to the joining list. The Scout Group also reserve the right to refuse to accept the member on other events while there is an outstanding debt.

Where a member has subs outstanding and they are booked onto a camp, activity or any other event that is not covered by the monthly membership fee/subs, this money shall be used to pay any outstanding subs for the member before the camp, activity or any other event.

Events, Activities and Camps (all referred to as 'events')

Unless the amount is payable in full at booking, a deposit will be required to secure a place on an event that has a fee. All deposits are non-refundable and must be paid along with booking. Where a deposit remains unpaid after 1 week of booking, the place will be offered to another on the waiting list for that event. If any payment is going to be late, it is the responsibility of the parent/guardian to talk to the Leader about this as soon as possible.

The full details and terms relating to the payment requirements for any event will be included in the information that is provided to parents. This will include the deposit, deadline for settling remaining balance, payment schedules (for larger events) and any cancellation refund requirements.

The Scout Group will make every effort not to cancel events however sometimes events are out of our control. If an event must be cancelled the Group Executive will do all it can to cover any financial liabilities and will intend to refund moneys that have been paid. However, this may not always be possible.

This does not include a member being sent home due to injury or illness (including home sickness) where any refund will normally not be provided. If a member does not turn up at an event without explanation, no money will normally be refunded unless under very extraordinary circumstances.

If an event ends up with a surplus of cash, the surplus will go back into the Scout Group funds. This surplus can then be used to manage the maintenance of equipment, buy new equipment, cover the cost of future events that go over budget, or be used to provide a discount to a future event.

Leaders

The Scout Group recognise that the Leaders (Section Leaders, Assistant Section Leaders and Sectional Assistants) put a lot of effort into the running of the Scout Group as a voluntary activity, as such the Leader in charge of an event or activity should make every effort to cover the cost of all required Leaders (as defined in POR www.scouts.org.uk/volunteers/running-your-section/adult-to-young-people-ratios/) attending activities, events and camps within the cost of the activity, event or camp paid for by those attending. Where this is not practical or possible there will need to be a discussion with the Group Scout Leader to agree how this is managed. Parent Helpers (Occasional Helpers) and committee members may also be included in this when pre approved by the Group Scout Leader.

Replacement Products

The Scout Group provide all 1st badges, neckers and woggles to members as part of their monthly subs. Where these are lost and need replacing the Scout Group offer to sell a number of replacement products (badges, neckers, woggles etc.). When selling a product, the money must be received before the item is handed over. These costs are reviewed annually by the Group Scout Leader and the current costs for these are as follows:

- Badges (all types): £1
- Neckers (child size): £6
- Woggles (Beaver and Cub): 0.50p
- Woggles (Scouts): £5

Financial Hardship

If parents or guardians are unable to pay for their child to go on events/activities/camps or attend weekly meeting due to the financial situation of their family, the Scout Group will make every effort to help. This help may include, but is not limited to:

- Offering Discounts on Subscriptions: The Group Scout Leader may request approval from the Group Executive committee to offer a discount on the subscription fees for a child within the group. This is made on a case by case basis in regards to the percentage discount and the length of the discount. To apply for this discount the parent or guardian will normally first approach either the Section Leader or the Group Scout Leader.
- Offering Discounts on Events/Activities: The leader in charge of an event can decide to request permission from the Group Scout Leader to offer discounts on events for Young People within the Scout Group. This may result in the event making a small loss, so other financial considerations for the event.
- Make use of the second hand uniform: Where second hand uniform is available it can be offered to the family.
- Assisting in fundraising: The group may allow some of the financial benefit of fundraising to be put aside to help pay for subscriptions and events for a member in financial hardship. It is expected for this to happen, the member in question must attend the fundraising event.
- Spare Kit: The Scout Group can offer the use of the spare on camps such as sleeping bags, roll mats, clothes, boots, etc. where it is available.

All offers of help or discounts (whether accepted or not) must be recorded and a record kept for 5 years. This will normally be in the Executive Committee minutes (anonymously) and recorded on the subs tracker under the members name (with limited access to comply with GDPR and confidentiality).

This is reliant on the family making a member of the Scout Group aware of their situation and many are not willing to do so.

Leaders and Committee Expenses Claims

Leaders and Committee Members are entitled to claim back any reasonable expense that they have laid out as part of their Scouting for the group. Claims should be made within 2 months of the initial purchase. All claims must be requested for on an expense form with receipts provided. All leaders and committee expenses will be authorised by the Group Scout Leader for their relevance and correctness and the Treasurer for the receipts and accuracy (for the Group Scout Leader the Group Chair will replace them as the second authoriser of expenses). The Scout Group Expenses Form can

be obtained from either the Group Scout Leader or the Treasurer. Payment back to will be made within 2 weeks of submission of the expenses.

The leader in charge of an event is expected to ensure that all expenses are covered by the income for an event. There is no limit on the total that may be claimed for an event providing the event breaks even. If an event loses more than £20.00 unexpectedly the Group Executive should be consulted before making any additional payments. Before running an event at a loss intentionally the leader in charge must seek permission from the Group Scout Leader. Every event should have an individual balance sheet produced for it showing the income and a breakdown of the expenses claimed for the event.

Leaders may purchase group equipment with prior agreement of the Group Scout Leader.

Leaders will claim the costs of the weekly meeting to the total value of the termly budget set for the section. This figure is reviewed annually by the Group Scout Leader and agreed by the Executive Committee. The amount is an indicative budget, and any spend over this amount for individual activities or very active programmes must be authorised in advance with the Group Scout Leader.

Claims for Mileage

No volunteer will normally be paid mileage for Scouting activities but this will be at the discretion of the Group Scout Leader. Where this would be associated with an event such as a camp this would normally be approved by the Group Scout Leader and be covered by the event or activity cost. This will never be considered for Leaders dropping their child off at an event and not staying. Where this is approved it will only be paid at 0.30p per mile.

Costs of Training

The majority of Scout training for all adult roles is provided free. The Scout Group may pay for relevant specialist training for Section Leaders and Assistant Section Leaders to enhance the programme provided. The Group Scout Leader and Executive Committee may request that the training is sourced from within the district/county before permitting payments for training further afield. The Group Scout Leader and Executive Committee will also consider;

- Benefit to the group,
- Return on the training (i.e. paying for a 3rd party instructor vs training a leader),
- Any grants available for training,
- Offers to split the training cost between the individual and the Scout Group,
- The total spent on training in the last year.

All claims for training must be pre-approved before any booking is made for the training.

Refused Claims

If a claim for reimbursement is refused there will be an explanation as to why. This should never be an issue if the correct process is followed and the purchase is correctly justified.

Payment Terms

The Scout Group will invoice with payment being due within 28 days. Failure to comply with this will result in inclusion in the 'Bad Debtors' list as detailed below.

The Scout Group will also settle all its own debts within 28 days of receiving an invoice or bill for any goods, services or work carried out.

Chasing Debtors

The Scout Group shall spend a maximum of 5% of the total debt chasing debtors. For debts totalling more than £250 the Group Executive may decide to pass the debt to a debt recovery agent. Passing a debt to a debt recover agent must be approved by the Group Executive Committee.

The Scout Group shall hold a list of 'Bad Debtors' (individuals, clubs, companies etc) who are either late or poor payers. There shall be a recorded decision for each one where either all moneys will be required in advance or booking etc will not be accepted any longer.

Donations

All donations of either moneys or goods to the Scout Group will have a thank you letter or email set to the donor within 4 weeks of receiving the donation. Donations from leaders and parents should be recorded in the Online Scout Manager Gift Aid sheet to allow Gift Aid to be claimed on the donation.

Gift Aid

The Scout Group shall claim gift aid on all subs payments from qualifying adults. Gift Aid should also be claimed on donations to the Scout Group. Gift Aid will be claimed at least once per year.

Leader Benefits

The Scout Group will offer the following leader and volunteer (Section Leaders, Assistant Section Leaders, Sectional Assistants, Young Leaders and Committee roles only) benefits once their role has become 'Full' on 'Compass' (by completing the appointment process):

- 1st uniform scout shirt for all Section Leader, Assistant Section Leaders and Young Leaders,
- Scout Group polo shirt for all volunteers (Section Leaders, Assistant Section Leaders, Sectional Assistants, Young Leaders and Committee roles only),
- Scout Group hoodie or fleece for all Section Leader and Assistant Section Leaders,
- A free parking permit for the Scout Hall (Section Leaders, Assistant Section Leaders, Sectional Assistants and Committee roles),
- A 'reasonable' number of free booking at the Scout Hall (the actual number of booking per person per year will be at the discretion of the Group Scout Leader).

Financial Thresholds

The following is the financial sign off limits for members of the Scout Group:

Role	Amount	Examples
Section Leaders and Assistant Section Leaders	Termly budget	Supplies required for the normal weekly meetings.
Group Scout Leader or Chair	Up to £200	Badges and bigger purchases
Two of: Chair / Group Scout Leader / Treasurer	Up to £500	Work carried out on the Scout Hall or large section spending
Executive Committee	Over £500	Any larger spend areas.

Health and safety will override all decisions with immediate effect.
Financial claim forms are always needed for all expenditure.