



York Minster District Scout Council

Financial Management and Administration Policies

PURPOSE

This document sets out York Minster District Scout Council's ("The District") policy and procedures for financial management and administration.

GENERAL POLICY

As a registered educational charity, the Charity Trustees of the District are the members of the District Executive Committee.

The District Executive Committee will endeavour to ensure that the District complies with the rules laid down in POR and the requirements of the Charities Act in respect of the administration and management of the finances and financial assets of the District.

In the event of any conflict between the contents of this document and the rules contained in POR or the requirements of the Charities Act then the latter will always take precedence.

The District Treasurer will make every effort to ensure that the consolidated accounts are prepared and independently examined within 3 months of the end of the financial year. The District Executive Committee has determined that the financial year runs from the 1st April to the 31st March.

Once examined the accounts will be presented to the District Executive Committee for their approval. Following approval from the District Executive Committee the Annual Report and Accounts must be presented to the District Scout Council for approval at their Annual General Meeting within 6 months of the end of the financial year.

Following approval at the Annual General Meeting the District will ensure that a signed copy of the Annual Report and Accounts are sent to the County Treasurer within 14 days. Additionally, an annual return will be submitted to the Charity Commission to report the District income and expenditure within 10 months of the end of the financial year.

In accordance with the requirements of H.M. Revenue and Customs, statements of accounts and all relevant accounting records will be preserved by the District for a minimum period of 6 years from the end of the financial year to which they relate.

FINANCIAL MANAGEMENT

All monies received by the District must be paid into a bank account held in the name of the District. Ideally all transactions into and out of any account should be made electronically.

Cash payments should only be made and received in exceptional circumstances. Where cash payments are made or received from any account there must be a transparent and robust receipt procedure in place.

The accounts held in the name of the District will be operated by the District Treasurer and District Chair and at least one other individual approved by the District Executive Committee.

All payments from any account must be authorised by two of the individuals who are authorised to operate the account.

To ensure best practice, under no circumstances must any of the individuals authorised to operate any of the accounts held in the name of the District be related to each other (in any way) or engaged in any form of relationship, be it of a personal or commercial nature.

Where electronic banking is used all login details and passwords issued for the account must be securely stored. Where this information is stored electronically it must be password protected. Under no circumstances should the individual who has been issued with login details or passwords share them with a third party. This includes other individuals who may be authorised to operate a particular account.

In the event that the security of any account is compromised (for whatever reason) then the bank must be informed immediately.

GENERAL OPERATION

The District Treasurer is tasked with overseeing the administration and management of the District finances. They will produce an annual budget for approval by the District Executive Committee, and will make recommendations relating to financial matters to the District Executive Committee.

The District Executive Committee and the District Treasurer will ensure that there are sufficient funds to support Scouting in the District. At their discretion the District Executive Committee may designate or ring fence funds for specific purposes or projects. The allocation of such funds will be regularly reviewed.

The District Treasurer is responsible for ensuring that accurate records are kept of all income and expenditure for accounts held in the name of the District. The District Treasurer is also responsible for the preparation of the annual accounts for examination and presentation to the District Scout Council at the Annual General Meeting.

Additionally, the District Treasurer will ensure that a claim is made to H.M. Revenue and Customs for gift aid in respect of any qualifying financial donations received by the District along with the subscriptions paid by members of the District Explorer Scouts Units.

A financial report will be made by the District Treasurer at all meetings of the District Executive Committee.

The District Executive Committee and District Treasurer are responsible for ensuring that there are sufficient measures in place to avoid any financial mismanagement of any account held by or managed on behalf of the District.

INVESTMENT POLICY

The District's balances are modest and as a consequence it does not have sufficient funds to invest in longer-term investments such as stocks and shares. The District has therefore adopted a low risk strategy to the investment of its funds.

All funds are held in UK banks with Government guarantees and the COIF Charities Deposit Fund.

RESERVES POLICY

The District Executive Committee and the District Treasurer will regularly review the District's reserves to ensure that they are sufficient to enable it to meet its ongoing expenses and future liabilities.

The District's policy is to hold sufficient resources to continue the charitable activities of the District should income fall short.

The District will aim to keep surplus funds to a minimum and endeavour to hold a level of reserves equivalent to a minimum of 6 months and a maximum of 12-24 months normal general operating expenditure.

DISTRICT EXPLORER SCOUT UNITS

The District Executive has overall responsibility for the finance of the Explorer Scout Units but it is the responsibility of the District Explorer Scout Commissioner (DESC) to ensure that all the Units within the District operate in a prudent manner.

The subs collected for Explorer Scouts belong to the District and must be accounted for by the District Treasurer and shown in the District accounts. In all cases payment of the HQ membership fee for Explorer Scouts will be the responsibility of the District.

The preferred method for payment of District Explorer Scout subscriptions is by monthly bank transfer to the District's CAF Bank account, including the Explorer Scout member's name and the word 'SUBS' in the transaction reference.

Subscriptions paid in cash by members of any District Explorer Scout Unit must be handed to the District Treasurer as soon as possible after receipt.

The District Executive Committee and the District Treasurer will review the Explorer Scout subscription rate on an annual basis.

An allocation is made from each member's subscription payment to account for the Unit's liability for National, County and District membership fees, any relevant Partnership Agreement, and a contribution to the District's central Explorer Unit fund.

The balance of each member's subscription payment is allocated to the fund of the Explorer Scout Unit to which that member belongs. These funds are to be used to meet the general expenditure associated with that Unit's regular meetings and activities.

All other activities (e.g. camps, meals out, booked activity sessions, etc.) are to be run on a 'break-even' basis, unless otherwise approved in advance by the District Executive Committee. The next section details the financial procedure for such activities and events.

The District's central Explorer Unit fund is to be used for expenditure relating to items which are utilised centrally and equally across all Explorer Units, such as uniform, special event badges or centrally held equipment.

The District Treasurer will provide statements of account for each Explorer Unit and the central Explorer fund at all meetings of the District Executive Committee and more frequently if required for operational needs.

DISTRICT SECTIONS, EXPLORER UNIT AND NETWORK UNIT ACTIVITIES

All District Section, Explorer or Network Unit activities should be budgeted to run on a 'break-even' basis (with the only exception of Explorer Unit regular meetings as noted above), unless otherwise approved in advance by the District Executive Committee. The relevant District Section/Explorer/Network Leader/Commissioner is responsible for notifying the District Treasurer when such activities take place.

Proper and accurate financial records must be kept for all such activities, detailing separately all income and expenditure. These records must be produced, together with supporting receipts and any cash balance, to the District Treasurer as soon as possible once the activity has taken place.

Where two or more Explorer Units or Sections run or attend an activity jointly, the income and expenditure will be allocated to each Unit or Section's account in proportion to the number of members attending or contributing to the activity.

The preferred method for all payments and invoices/bills relating to District Section, Explorer or Network Unit activities is that they are made directly in to or out of the District CAF Bank account.

Where it is absolutely necessary to accept cash or cheque payments, a record must be kept of the full amount received and funds should be handed to the District Treasurer to be banked as quickly as possible after receipt.

EXPENSES POLICY

It is the policy of the District to reimburse volunteers for allowable expenses incurred on Scout District business, providing those expenses are incurred in line with this expenses policy.

This policy is designed to cover reimbursement of out-of-pocket expenditure incurred by any member of the District carrying out activities on behalf of the District.

The general principle is that no person will obtain a benefit from expenses payments. Expense payments will be a reimbursement of actual costs, which are reasonable and are incurred wholly, exclusively and necessarily for the carrying out of the member's role in relation to the task agreed with the District.

Major items of expenditure should, wherever possible, be invoiced to the District and submitted to the Treasurer for direct payment.

Expense claims can be submitted by email or in writing. They must include full details of the expense incurred and be supported by relevant original receipts, invoices or similar for each item of expenditure, subject to certain exceptions relating to travel expenses. Invoices or receipts should give a full description of goods/services supplied and the date of supply.

Any invoices / receipts submitted to the Treasurer must be in the name of the claimant or the District and not in the names of third parties.

All expense claims should be made within 4 weeks of costs being incurred.

Claims will be settled by electronic bank transfer to the claimant's bank account as promptly as possible once approved by an authorised second signatory on the District bank account.

Expense types for which claims will be accepted include:

- District/Section expenses
- Activities related to District level meetings and programme
- Administration costs such as stationery, postage and printing.
- Travel by public transport, by the cheapest practical form of public transport
- Travel by personal vehicle, at the current agreed mileage rate (currently 45p per mile)

ALTERATIONS TO THIS POLICY

This Policy will be subject to regular review to ensure that it is up to date and continues to meet the needs of Scouting in York Minster District. Any changes that are considered necessary to this Policy will be recommended to the District Executive Committee for their approval at the conclusion of any review.

Approved 20/03/2023

Review due 31/09/2023