



Scouts

**30th Warrington West
(Penketh Methodist)**

Financial Management Policy

Ref number:	30THWWGP05	Revision number:	002	Prepared by:	Kathryn Shaw Group Treasurer
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Financial Management Policy

- A Group Treasurer must be appointed to ensure that all records are kept up to date.
- 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.
- An annual audit of accounts is required in line with the Charities Commission requirements 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 Group Treasurer and Group Lead Volunteer are responsible for ensuring that census payments are made in full and on time.
- The Group Treasurer is responsible for ensuring all insurance policies and rental contracts are paid in full and on time.
- The Group Treasurer will prepare a comprehensive report on the previous financial year which will be presented at the first Trustee Board meeting of the year. This will be used to aid decision making.
- The Group Treasurer will prepare a budget for the year which will be presented at the last Trustee Board meeting of the year. This budget will be discussed, amended if necessary and agreed at this meeting.
- Each sectional team, the Treasurer and Group Lead Volunteer have access to a prepaid card. The money loaded onto the cards is managed by the Group Treasurer. Holders of the cards can request a top-up via an app at any time.
- It is the responsibility of all card holders to upload receipts and annotate transactions before the end of the month.
- The full policy on what each adult member of the Group can spend is set out in the policy **30THWWGP12 – Spending Policy**. This also sets out the procedure to follow if proposed spending would exceed allowed limits.

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- All activities which do not involve the use of group equipment should aim to be cost neutral unless a subsidy has been agreed.
- All camps which involve the use of group equipment should aim to make a small profit. This profit will be added to the “camp fund” which is used for replacement and maintenance of equipment.

Policies related to Financial Management in the group:

30THWWGP06 – Financial Support Policy

30THWWGP07 – Fundraising Policy

30THWWGP12 – Spending Policy

30THWWGP13 – Petrol Expenses Policy

30THWWGP14 – General Expenses Policy

30THWWGP15 – Section Subsidy Policy

30THWWGP16 – Equipment Purchase Policy

30THWWGP17 – Subscriptions and Payments Policy

This document was adopted by the 30th Warrington (Penketh Methodist) Scout Group Trustee Board.

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