

**SCOUTING IRELAND**

**FINANCE MANUAL FOR  
GROUP TREASURERS  
AND  
GROUP LEADERS  
(Version 1)**

**Prepared by Kevin Butler on behalf of the National Treasurer**

# CONTENTS

Contents	2
Introduction	3
Guidance	3
Opening Bank Accounts	3
Operating the Bank Account	3
Accounts	3
Review/Audit	4
Assets	4
Fixed Assets other than Property	4
Property	4
Assets on the Dissolution/Closure of a Scout Group	4
Budgeting	5
Cash Handling	5
Taxes	5
APPENDIX 1 Example Group Expense Policy	6
Introduction	6
Expense Policy	6
Approval:	6
Standard Expense Rates	6
Payment Process	6
APPENDIX 2 Example Expense Claim Form	7
Appendix 3 Example Asset Register	8
APPENDIX 4 Accounts EXAMPLE LAYOUT – LARGE GROUP	9
Appendix 5 Letter for Bank	19
Appendix 6 Bank Reconciliation Template	20
Appendix 7 Income and Expenditure Account (Simplified Accounts)	21

## **INTRODUCTION**

This manual has been prepared to help Group Leaders and Group Treasurers in ensuring that there are appropriate financial procedures, controls and documentation in place within their group. . This guide sets out some basic controls which a Group should implement and provides guidance on creating an expenses policy. It also provides some basic formats for financial statements that should be prepared by each group.

This finance manual is written within the context of the "Group" being an entity within Scouting Ireland and not a separate legal entity, , comprising members of Scouting Ireland who are part of the group.

## **GUIDANCE**

### ***OPENING BANK ACCOUNTS***

All bank accounts should be opened on resolution of the group council.

All bank accounts should include the words "Scouting Ireland" and the name of the group e.g. "Scouting Ireland - 72<sup>nd</sup> Dublin O'Connell Street" of "72<sup>nd</sup> Dublin O'Connell Street Scouting Ireland Group"

All bank accounts should require a minimum of 2 signatures for each and every transaction. Best practice is that the signatories should, if all possible, not be scouters in a section but include the Group Leader, treasurer and others not involved in a section.

If a group has existing bank accounts, they should be put under the control of the Group Treasurer and should have the names changed to include the wording Scouting Ireland. The intent of having the name "Scouting Ireland" included is to ensure that in the, hopefully, unlikely event that the group closes that the bank account does not become a dormant account and does not get dealt with in accordance with the rules governing such accounts. It is also suggested that the letter set out in appendix 5 should be sent to the for each bank account held.

### ***OPERATING THE BANK ACCOUNT***

The Group Treasurer is responsible for the group finances, monitoring all bank accounts and implementing controls over payments and receipts. All bank accounts should be reconciled by the group treasurer at least quarterly (best practice would recommend monthly) and should be reviewed by a third party (such as the Group Leader) at least once a year.

Any bank accounts that operate at a section level also remain the responsibility of the Group Treasurer.

### ***ACCOUNTS***

The Group Treasurer is responsible to the Group Council for preparing annual accounts and presenting these to the Group Council for approval. Once approved the accounts must be submitted to the County Management Committee. A format for preparing accounts is included in the appendices

to this document. This template should be modified as appropriate to delete irrelevant disclosures or to add in other lines for significant disclosures.

In many cases it is also appropriate to present the groups accounts to the parents of the groups youth members.

The annual accounts should be prepared within 3 months of the year end by the Group Treasurer and will reflect all transactions and all sections. Groups may use the examples in the appendices to these accounts to structure their Accounts. It is recommended that larger groups ensure that their Group Treasurer be sufficiently competent to prepare accounts in accordance with Appendix 4. As required by the rules of Scouting Ireland the accounts should also be submitted to the County Management Team within 4 months of the year end.

### **REVIEW/AUDIT**

While not required, a group may decide that it wishes to have an independent review of the accounts performed by an independent person or an audit performed by an accountant. Care should be taken in making a decision bearing in mind the cost of a review or audit.

### **ASSETS**

The Group Treasurer should compile an asset register – i.e. a list of all fixed assets owned by the group. An appropriate policy would be to record all assets purchased for a value in excess of €500 as a fixed asset. Depreciation is calculated by dividing the cost by the useful life.

### **FIXED ASSETS OTHER THAN PROPERTY**

All fixed assets which are added to the fixed asset register should be categorised across the following recommended headings. Where full accounts are prepared which include a full balance sheet the assets should be included at cost and should be depreciated. The suggested depreciation rates are set out below:

	Depreciation %
Fixtures and Fittings	10% (10 Years Life assumed)
Equipment	25% (4 Years Life assumed)
Other Assets	33.3% (3 Years Life assumed)

### **PROPERTY**

Groups should account for properties by capitalising the costs of acquisition and then depreciating the asset over its useful life. The useful life of a building is the lesser of 50 years or the length of the lease. Land is not depreciated.

### **ASSETS ON THE DISSOLUTION/CLOSURE OF A SCOUT GROUP**

In accordance with Article 56 the Constitution of Scouting Ireland before a Scout Group is closed the Scout Group Council must inform and seek instructions as to the property of any kind (including bank accounts) held by or for that Group from the County Commissioner.

## ***BUDGETING***

The Group Treasurer, in conjunction with the Group Council, is responsible for preparing an annual budget for the group. The budget should forecast spending for the year, income for the year, capital projects (including fixed asset purchases) and income and expenditure for larger events.

For ease of use budgets should be prepared on a cash basis.

For fund raising events the expected revenue to be generated from the event, together with the associated cost should also be forecast, in advance of commencing the event. If not effectively managed groups can generate a large amount of cash from fundraising events with little or no control on how costs are monitored. Consequently it is recommended that a separate budget is prepared for all large scale fundraising events.

## ***CASH HANDLING***

All cash receipts received into sections should be recorded by the section leader, with receipts provided to parents, sponsors, etc. The cash collected, together with the summary information, should be provided to the Group Treasurer on a timely basis. All cash should then be lodged by the Group Treasurer within two days of receipt.

As required and as authorised by the Group Council, each section should receive a float to fund on-going programme expenses. Separate floats should be provided for larger events such as summer camp, attendance at National Events, etc. Details of all exhausted floats advanced, together with the accompanying receipts, should be returned to the Group Treasurer in advance of issuing further funds.

## ***TAXES***

Scouting Ireland has a policy of being fully compliant with all tax laws and regulations. All payments made by a Scouting Ireland Group needs be compliant with tax requirements and will include VAT and other taxes where they should be due in accordance with Tax Laws and Regulations. Scouting Ireland will not assume the tax liability for any individual – and all payments should be made net of attributable tax.

# APPENDIX 1 EXAMPLE GROUP EXPENSE POLICY

## **INTRODUCTION**

The following document outlines the financial procedures of a Scouting Ireland Group. It has been prepared to assist all members in understanding the correct procedures and valid expenditure to ensure proper stewardship of the resources of a Scouting Ireland Group.

## **EXPENSE POLICY**

Expenses incurred by a volunteer who holds a position/appointment or where carrying out activities on behalf of a Scouting Ireland Group will be reimbursed by a Scouting Ireland Group once:

- Expenditure is agreed by budget holder in advance;
- Expenditure is claimed within 45 days of expense being incurred;
- Expenditure is within an approved budget and the budget is not overspent;
- The Scouting Ireland Group has the money to pay the expense;
- Expense claim is approved correctly.

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 volunteers role in relation to the task agreed with the Group.

All expense claims need be written documents, including all details of the expenditure incurred, including;

- Date, nature and amount of expenditure;
- Phone costs will only be paid on the basis of itemised phone bills or based on a list of phone calls.

## **APPROVAL:**

All expense claims must be signed by the claimant and approver.

## **STANDARD EXPENSE RATES**

A Scouting Ireland Group should use the Scouting Ireland expense rates which are published on the Scouting Ireland website. Any rates used other than those rates should be agreed by the group council and should not result in any gain by the Scouter claiming the expense.

## **PAYMENT PROCESS**

Cheques may be signed by leaders authorized by the Group Council – and two signatories are required for all payments. Cheques or payments above €500.00 should be approved or signed by two authorised signatories, one of whom should be the Group Leader or Group Treasurer.

## APPENDIX 2 EXAMPLE EXPENSE CLAIM FORM

Claimant's Name:	
Address:	

**TRAVEL**

Receipt Attached    Total €

Mileage	Number of Miles _____ @ _____ per KM/Miles			
Bus/Rail/Taxi		YES	NO	
Parking		YES	NO	

**OTHER (Describe)**

	YES	NO	
	YES	NO	
	YES	NO	
	YES	NO	

**TOTAL CLAIMED**

**Signature** \_\_\_\_\_ **of** \_\_\_\_\_ **Claimant: Date:** \_\_\_\_\_

APPROVED BY:

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Cheque Number	Date	Amount



## **APPENDIX 4 ACCOUNTS EXAMPLE LAYOUT – LARGE GROUP**

**Accounts of Scouting Ireland [*Group*]**

**For the Year Ending  
31 September 20XX**

**Table of Contents**

**Page**

**Treasurers Statement**

**Income and Expenditure Account**

**Balance Sheet**

**Notes to the Accounts**

**Event Income and Expenditure Statements**

**Scout Summer Camp**

**Cub Scout Camp**

## Appendix 4

### Accounts EXAMPLE LAYOUT – LARGE GROUP

#### Treasurers Statement

I have supervised the recording of the transactions in the financial records of the group and **to the best of my belief and knowledge** the transactions recorded are complete and accurately recorded in the books of the group.

I have prepared these accounts, as treasurer of the Scouting Ireland [Group], from the transactions recorded in the books of the group and the information provided to me by the Scouters within the Group and, as far as I am aware and believe, the accounts are a true reflection of the groups financial transactions during the year and of the groups financial position at the year end.

---

Treasurer

DD/MM/YYYY

## Appendix 4

### Accounts EXAMPLE LAYOUT – LARGE GROUP

#### Income and Expenditure Account

	Notes	20XX €	20xx-1 €
<i>Income</i>			
Income from Membership Fees	1	0	0
Fund Raising	2	0	0
Donations	3	0	0
Grants	4	0	0
Other Income	5	0	0
		<hr/>	<hr/>
		0	0
<i>Expenditure</i>			
Membership Fees Payable to National Office		0	0
Amounts Payable to Counties or Provinces		0	0
Programme Costs		0	0
Training Costs			
Administrative Costs		0	0
Den Operating Costs			
Rent		0	0
Insurance		0	0
Power, Heat & Light		0	0
Other		0	0
Maintenance and Repairs			
Equipment		0	0
Den		0	0
Other		0	0
Other Expenses			
Volunteer Expense		0	0
Fees		0	0
Depreciation	7	0	0
		<hr/>	<hr/>
		0	0
Operating Surplus (Deficit)		0	0
Surplus (Deficit) on Activities	6	0	0
		<hr/>	<hr/>
Total Surplus or Deficit for the Year		0	0
Reserves as at start of the year		0	0
		<hr/>	<hr/>
Reserve at the end of the year		0	0

## Appendix 4

### Accounts EXAMPLE LAYOUT – LARGE GROUP

## Balance Sheet

as at 30 September 20XX

	Notes	20XX €	20xx-1 €
<b>Fixed Assets</b>	7		
Den - Campsites		0	0
Fixtures and Fittings		0	0
Equipment		0	0
Other Assets		<u>0</u>	<u>0</u>
		<u>0</u>	<u>0</u>
<b>Current Assets</b>			
Cash and Bank	8	0	0
Investments and Other Assets	9	0	0
Monies due from third parties (Debtors)		0	0
Other Current Assets		<u>0</u>	<u>0</u>
		<u>0</u>	<u>0</u>
<b>Current Liabilities</b>			
Bank Overdraft	8	0	0
Bank Loans/Mortgages	8	0	0
Amounts due to third parties (Creditors)		0	0
Other Current Liabilities		<u>0</u>	<u>0</u>
		<u>0</u>	<u>0</u>
<b>Net Current Assets (Liabilities)</b>		<u>0</u>	<u>0</u>
<b>Long Term Liabilities</b>			
Bank Loans/Mortgages	10	0	0
Other Long Term Liabilities		<u>0</u>	<u>0</u>
		<u>0</u>	<u>0</u>
<b>Total Assets</b>		<u>0</u>	<u>0</u>
<b>Financed by:</b>			
Retained Reserves:		<u>0</u>	<u>0</u>

## Appendix 4

### Accounts EXAMPLE LAYOUT – LARGE GROUP

#### Notes

##### Accounting Policies

Accounts are prepared on a cash transaction basis adjusted for accrued costs and income.

All purchased assets over €500 are capitalised (added to the fixed assets as a purchase).

All items which were capitalised in prior years which are not used or which have been lost, damaged or disposed of should be recorded as a disposal.

The opening reserves in the balance sheet plus the surplus for the year should equal the closing reserves.

#### 1. Income from Membership Fees

Disclose membership fees for each section:

<i>Sections</i>	20XX €	20xx-1 €
Beaver Scouts	0	0
Cub Scouts	0	0
Scouts	0	0
Venture Scouts	0	0
Rover Scouts	0	0
	<hr/>	<hr/>
	0	0

#### 2. Income Fund Raising

Income received and due from Fund Raising events during the year – along with any adjustment for actual income received for events in prior years when set against the amounts recorded as receivable in prior year accounts.

#### 3. Income from Donations

Income received from Donations during the year.

#### 4. Grants

Grant income received during the year.

#### 5. Other Income

Income received from all other sources. (Note: Where income received is significant or from multiple sources a note to the accounts should analysis the sources of income.)

#### 6. Surplus (Deficit) on activities

## Appendix 4

### Accounts EXAMPLE LAYOUT – LARGE GROUP

[This line is used to accumulate the surplus or deficit on activities and events. A separate income and expenditure account should be prepared for each significant event. Income and expenditure accounts should set out on a single page: Income analysed in accordance with significant categories – Attendance Fees, Fund Raising etc. Expenditure should be analysed in to significant categories – Fees, accommodation, travel, food, materials etc.]

	20XX €	20xx-1 €
<i>Events</i>		
Event 1 – Summer Camp (Page ??)	0	0
.....	0	0
.....	0	0
.....	0	0
.....	0	0
	<hr/>	<hr/>
	0	0

## 7. Fixed Assets

	Property €	Fixtures €	Equipment and Fittings €	Other Assets €	Total €
<b>Cost</b>					
At beginning of year	0	0	0	0	0
Purchases	0	0	0	0	0
Disposals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
At end of year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Depreciation</b>					
At beginning of ear	0	0	0	0	0
Purchases	0	0	0	0	0
Disposals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
At end of year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Cost</b>					
At beginning of year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
At end of year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Properties are held through a [Lease – Freehold or other] and are vested in [Trust Company][Local Trust and local trustees names] and consist of [listing with description and address of property].

## Appendix 4

### Accounts EXAMPLE LAYOUT – LARGE GROUP

#### 8. Bank and Borrowings

The Groups bankers are [BANK & Branch(s)]

	20XX €	20xx-1 €
<b>Current Assets</b>		
Current Accounts	0	0
Deposit Accounts	0	0
.....	0	0
.....	0	0
.....	0	0
	<hr/>	<hr/>
	0	0
<b>Current Liabilities Bank Overdrafts</b>		
Current Accounts	0	0
.....	0	0
.....	0	0
.....	0	0
	<hr/>	<hr/>
	0	0
<b>Current Liabilities - Bank Loans/Mortgages</b>		
Current Accounts	0	0
Mortgage	0	0
Secured Borrowings	0	0
.....	0	0
.....	0	0
.....	0	0
	<hr/>	<hr/>
	0	0
<b>9. Investments</b>		
Financial Investments	0	0
	<hr/>	<hr/>
	0	0
<b>10. Long Term Liabilities Bank Loans/Mortgages</b>		
<b>Long Term Liabilities Bank Loans/Mortgages</b>		
Current Accounts	0	0
Mortgage	0	0
	<hr/>	<hr/>
	0	0

## Appendix 4

### Accounts EXAMPLE LAYOUT – LARGE GROUP

The bank borrowings are secured by a – insert description of charges and guarantees – both personal and against assets

### Event Income and Expenditure Account For the Year Ended Scout Summer Camp

	20XX
	€
<i>Income</i>	
Fees	0
.....	0
.....	0
.....	0
Total Income	<u>0</u>
<i>Expenditure</i>	
Fees Payable	0
Travel	0
.....	0
.....	0
.....	0
.....	0
Event Surplus (Deficit)	<u><u>0</u></u>

### Event Income and Expenditure Account For the Year Ended Cub Scout Camp

	20XX
	€
<i>Income</i>	
Fees	0
.....	0
.....	0
.....	0
Total Income	<u>0</u>
<i>Expenditure</i>	
Fees Payable	0

**Appendix 4**

**Accounts EXAMPLE LAYOUT – LARGE GROUP**

Travel	0
.....	0
.....	0
.....	0
.....	0
	<hr/>
	0
Event Surplus (Deficit)	<u>0</u>

**Appendix 5**  
**Letter for Bank**

## **APPENDIX 5 LETTER FOR BANK**

The Manager  
[Bank]  
[Branch]  
[Address]

Dear Sir,

Scouting Ireland [Group] who holds the bank accounts set out below in your branch, is a part of Scouting Ireland, whose National Office is Scouting Ireland, Larch Hill, Dublin 16.

The current contact details for these accounts is:

[Insert contact name and address for posting statements and correspondence.]

Please record in your files that in the event that these accounts become dormant that the correspondence address should be changed to Scouting Ireland, Larch Hill, Dublin 16.

Yours Sincerely

[Authorised Signatory]

**Bank Accounts**

Number	Description	Deposit/Current

## APPENDIX 6 BANK RECONCILIATION TEMPLATE

		€
Balance per Accounts		0
Cheques outstanding (paid but not in bank statement)		
.....	0	
.....	0	
.....	<u>0</u>	
	<u>0</u>	0
Lodgements outstanding (lodged but not in bank statement)		
.....	0	
.....	0	
.....	<u>0</u>	
	<u>0</u>	0
Charges not reflected in account	0	(0)
Balance per Bank Statement		<u>0</u>

## Appendix 7

### Example Accounts – Small Group

# APPENDIX 7 INCOME AND EXPENDITURE ACCOUNT (SIMPLIFIED ACCOUNTS)

(For small scout groups with limited finances and insignificant property)

	20XX €	20xx-1 €
<i>Income</i>		
Income from Membership Fees	0	0
Fund Raising	0	0
Donations	0	0
Grants	0	0
Other Income (events and other)	0	0
	<hr/>	<hr/>
	0	0
<i>Expenditure</i>		
Membership Fees Payable to National Office	0	0
Amounts Payable to Counties or Provinces	0	0
Programme Costs	0	0
Training Costs		
Administrative Costs	0	0
Den Costs	0	0
Other Expenses (events and other)	0	0
Volunteer Expense	0	0
	<hr/>	<hr/>
	0	0
Operating Surplus (Deficit)	0	0
	<hr/>	<hr/>
Total Surplus or Deficit for the Year	0	0

**Appendix 7**  
**Example Accounts – Small Group**

**Balance Sheet**  
**as at 30 September 20XX**

	20XX €	20xx-1 €
<b>Fixed Assets</b>		
Equipment	0	0
Other Assets	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>
<b>Current Assets</b>		
Cash and Bank	0	0
	<u>0</u>	<u>0</u>
<b>Liabilities</b>		
Bank Overdraft	0	0
Bank Loans/Mortgages	0	0
	<u>0</u>	<u>0</u>
<b>Net Current Assets (Liabilities)</b>	<u>0</u>	<u>0</u>
<b>Total Assets (Liabilities)</b>	<u><u>0</u></u>	<u><u>0</u></u>
 <b>Financed by:</b>		
Retained Surplus:		
Surplus retained at end of last year	0	0
Total Surplus or Deficit for the year	<u>0</u>	<u>0</u>
Surplus retained at end of current year	<u><u>0</u></u>	<u><u>0</u></u>

## Appendix 7

### Example Accounts – Small Group

#### Treasurers Statement

I have supervised the recording of the transactions in the financial records of the group and **to the best of my belief and knowledge** the transactions recorded are complete and accurately recorded in the books of the group.

I have prepared these accounts, as treasurer of the Scouting Ireland [Group], from the transactions recorded in the books of the group and the information provided to me by the Scouters within the Group and, as far as I am aware and believe, the accounts are a true reflection of the groups financial transactions during the year and of the groups financial position at the year end.

---

Treasurer

DD/MM/YYYY

Attach Bank Reconciliation

Attach Fixed Asset Register

**Appendix 8**  
**Bank Reconciliation Template**