

Scouting Ireland
National Office
Larch Hill
Dublin 16

T +353 (0)1 495 6300

F +353 (0)1 495 6301

questions@scouts.ie



Ref: L06/2017 – Annual Scout Group Accounts

31st January 2017

Dear Group Leader/Group Treasurer

I am writing to thank you most sincerely for the timely return of your Scout Group Accounts for the financial year ending 31st August 2016. I appreciate the time and effort that goes into the maintenance of your Group accounts. On the 7th October 2016 we sent you a reminder for the submission of this years accounts and also to share with a package that has been specifically designed to assist Scout Groups with the completion of their accounts. Please note that the package is designed to be a tool to assist Groups and is by no means obligatory.

[Click HERE to download the template.](#)

1. The Income & Expenditure Account should cover the period from the 01st September 2015 to the 31st August 2016.
2. The Accounts should include:
 - A register of **all** accounts (Main Accounts; Section Accounts; Den Development; Annual Camp; Campsite etc.) with all financial institutions held by the Scout Group. This register should at a minimum note the Financial Institution; Type of Account; Sort Code and Account Number;
 - Details of the Opening and Closing Reconciled bank balance
 - Bank Statements enclosed as evidence of the Closing balance; and
 - Detailed analysis of the Income & Expenditure.

This request is made to ensure compliance with Scouting Ireland Rules and Policies.

In preparing your accounts SID69/10 Finance Manual is available on www.scouts.ie to assist you. If you have any difficulties arising please contact your County Team or Professional Support Staff for assistance.

The tools that you use to produce your income and expenditure account are entirely at your discretion, the excel workbook was designed to assist Groups and Counties who may not have an accounts package available to them.

The reason that a specific income and expenditure format is required is so that we can collate all information into one overall document with accuracy and efficiency.

It is also important to note that County and Provincial Treasurers are there to support Scout Groups and that they too are volunteering their time to assist in the preparation of your accounts. At all times we should be respectful of this fact, and ensure that we deal with each other in line with the Scout Promise and Law.

Yours in Scouting

Annette Byrne
National Treasurer

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

Directors: A list of names and personal details of every director of the company is available for inspection to the public at the company's registered office for a nominal fee. Scouting Ireland is a company limited by guarantee exempt from using the word "limited". Registered Office: Scouting Ireland National Office, Larch Hill, Dublin 16