

**Scouting Ireland  
National Office  
Larch Hill  
Dublin 16**

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**Ref: L23/2017 – Annual Registration Fee and Provincial Accounts Request**

To:  
Provincial Commissioners  
Provincial Treasurers

CC:  
Scouting Ireland Staff

21<sup>st</sup> August 2017

Dear Provincial Commissioner & Provincial Treasurer,

I hope that this letter finds you well and that you have had an enjoyable summer. As you are aware this year Scout County Accounts will be consolidated into the Accounts of Scouting Ireland, therefore we have had to bring forward the return dates of Scout Group and Scout County Year End Accounts. This has been done so that we can balance out the work load particularly for County and Provincial Treasurer. As volunteers, with staff support, we need to have a realistic view on when it is possible to complete accounts whilst ensuring that our Financial Reports are ready to present at National Council. Sincere thanks to those who participated in the recent treasurer gatherings, your input has been very constructive and has informed the supports needed, which are noted in this letter.

Please find important dates and information for you outlined below:

### **Year End Accounts**

- |   |                     |
|---|---------------------|
| • Provincial Accounts to be returned to National Office   | 15th September 2017 |
| • Scout County Accounts to be received by the Province    | 15th September 2017 |
| • Scout County Accounts to be returned to National Office | 15th October 2017   |
| • Scout Group Accounts to be received by the Province     | 15th November 2017  |
| • Scout Group Accounts to be returned to National Office  | 15th December 2017  |
- 
- Opening balance as at 01.09.16 should be the same as the closing balance at 31.08.16
  - Opening balance + Income – Expenditure = Closing balance
  - Bank Statements to verify balances must be supplied
  - Only accounts in the prescribed format can be accepted

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

Re Scout Group Campsites and Scout County Campsites:

- Scout Group Campsites: Where a Scout Group has a campsite they should include any incomes or expenditures in their accounts.
- Scout County Campsite: Scout County Campsites incomes and expenditures should be reported in a separate set of accounts to the Scout County incomes and expenditures.

### Annual Return Dates

31<sup>st</sup> January 2018      10% rebate applies  
28<sup>th</sup> February 2018      5% rebate applies

There will be no exceptions made with regard to the above dates and the application of rebates.

Annual return is completed when:

- Accounts with supporting documentation have been received and validated by Scouting Ireland's Auditors.
- The Completion and submission of a complete and accurate census return on Scouting Ireland's membership database.
- Payment of the membership fees has been received in National Office before close of business on the annual return date.

### Membership Fees

Membership fees for the Scout Year 2017/2018 have been set by the National Management Committee as follows:

- Youth Member €45.00 / £37.50
- Adult Member €37.50 / £31.00

### Best Practice Presentation

A power point presentation on recommended best financial practice for Scout Groups has been made available on [www.scouts.ie](http://www.scouts.ie). Click [HERE](#) to download it.

This is designed to inform the Scout Group of the roles and responsibilities of the Scout Group Treasurer in order to support the Scout Group Treasurer in their role.

### Finance Manual

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The finance manual has been updated to include information on charitable donations and tax clearance certs as well as general updates. It is worthwhile to review the finance manual at the start of the Scout year as a means of refreshing yourself on recommended practice.

### **Scout Group Treasurer Online Induction**

I am in the process of developing an online induction for Scout Group Treasurers. When this is completed you will be notified through the weekly mailing from Scouting Ireland.

Wishing you the very best of Scouting for the coming year.

Yours in Scouting



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**Annette Byrne**  
**National Treasurer**