



# Scouts

## 6th Dagenham (St Mary's)

Policy Name:	Financial Policy
Governance Lead:	Stuart Bailey
Review Process:	Annually
Date of Last Review:	November 2025
Date of Next Review:	November 2026



Approved by Trustee Board:

## Introduction

This Financial Policy outlines the principles and procedures governing the financial management of 6<sup>th</sup> Dagenham Scout group in accordance with UK charity law, the Scout associations POR, and best practice for charity and community groups.

The policy aims to ensure transparency, accountability, and sustainability in the management of finances.

## Objectives

- ✚ To ensure proper stewardship of the group's funds, ensuring they are used efficiently to support scouting activities.
- ✚ To maintain clear, accurate, and timely financial records.
- ✚ To promote transparency in financial decision-making.
- ✚ To comply with all relevant legislation, including charity law and financial reporting requirements.

## Governance and Oversight

- ✚ The financial management of the group is the responsibility of the Group Lead Volunteer, and Trustees.
- ✚ A designated Treasurer shall oversee the finances, maintain records, and report regularly to the Committee.
- ✚ Annual financial reports will be presented at the Annual General Meeting (AGM) and submitted to the District Treasurer.

## Income Sources

The income of the group will come from:

- ✚ Membership subscriptions and donations.
- ✚ Fundraising activities (including grants, sponsorships, and fundraising events).
- ✚ Any other income sources approved by the Trustees.

## Budgeting and Financial Planning

- ✚ A yearly budget shall be prepared by the Treasurer and approved by the Trustee's at the beginning of each financial year.
- ✚ The budget should cover all anticipated costs, including activities, uniforms, insurance, resources, training, and administration.
- ✚ The budget will be reviewed quarterly, and any significant variances will be reported to the Trustees.

## **Expenditure and Approvals**

- ✚ All expenditure must be authorised in advance by the Treasurer or another authorised signatory (such as the GLV or Chairperson), depending on the value.
- ✚ The Treasurer is responsible for ensuring all payments are reasonable and in line with the approved budget.
- ✚ All payments will be supported by receipts, invoices, or other appropriate documentation.

## **Bank Accounts and Financial Transactions**

- ✚ The group shall maintain at least one dedicated bank account for financial transactions, ensuring that it is separate from any personal or other accounts.
- ✚ The bank account shall require two authorised signatories, one of whom must be the Treasurer.
- ✚ Regular bank reconciliations must be performed by the Treasurer, at least quarterly, to ensure accuracy in financial records.

## **Membership Fee's / Capitation**

The 6<sup>th</sup> Dagenham Scout group do not charge its members an annual fee for capitation but include for it within the monthly subscription fee. Changes to subscriptions charged by Sections of their members require the approval of the Group Executive Committee.

With effect from 1<sup>st</sup> April 2025 Membership Subscriptions, as agreed by the Group Trustee's, will be requested on a monthly mandate and will be charged as follows:

- ✚ Squirrels - £12.50 per calendar month (£150 per year)
- ✚ Beaver Scouts - £12.50 per calendar month (£150 per year)
- ✚ Cub Scouts - £12.50 per calendar month (£150 per year)
- ✚ Scouts - £12.50 per calendar month (£150 per year)

## **Family Fee Adjustment Policy**

To support families with multiple children in our group, any family with more than two children enrolled will be charged an additional fee of £5 per child for each child beyond the second.

This adjustment is intended to make our services more accessible to larger families while maintaining the sustainability of our programs.

## **Waiving of Fees and Subscriptions for Leaders and Supporters**

The Group Trustee's recognise that Leaders and Supporters volunteer large amounts their time freely for the purposes of Scouting.

Team leaders, members and Supporters may not be charged to attend Camps or Activities at which they are providing programme support unless their attendance is for purely social purposes to which the Group may incur a cost.

If a cost for attendance is to be incurred by Leaders and Supporters, the Activity Leader must ensure that the cost applies equally to all payees.

Where the budget allows the Activity Leader may reimburse expenses incurred by Leaders which relate directly to the Activity i.e. fuel costs where a Leader is using their personal vehicle. The Activity Leader must ensure that any reimbursement applies equally to all Leaders who have incurred costs as a result of a Scouting Activity.

### **Fundraising and Grants**

- ✚ Any fundraising activities must be authorised by the Committee and should be clearly documented, including the purpose of the funds and how they will be spent.
- ✚ The group will apply for grants and sponsorships in line with its charitable objectives and ensure compliance with the terms of any funding received.
- ✚ All funds raised for specific purposes must be used exclusively for those purposes unless otherwise agreed by the donors or funders.

### **Financial Reporting**

- ✚ The Treasurer will produce regular financial reports to the Trustee's, at least quarterly, detailing income, expenditure, and balances.
- ✚ The annual financial statements must be prepared at the end of the financial year, reviewed by the Trustee's, and presented at the AGM.
- ✚ If the group is a registered charity, these financial statements must comply with the Charity Commission's requirements and be submitted within the prescribed timeframe.

### **Auditing and Independent Examination**

- ✚ If the group is required to do so by charity law, an independent examination or audit of the accounts will be carried out annually by an external party.
- ✚ The results of the independent examination will be presented to the Committee and the AGM.

### **Risk Management**

- ✚ The group will maintain an appropriate level of insurance, covering its activities, volunteers, property, and any other identified risks.
- ✚ The Trustee's will regularly review and assess potential financial risks, such as changes in funding, fluctuating membership numbers, and other external factors.

## Financial Controls and Safeguards

- ✚ To protect against fraud or financial mismanagement, the group will implement internal controls, including the separation of duties (i.e., one person will not handle all financial tasks).
- ✚ Regular checks of the financial records, including random audits, will be carried out to ensure proper procedures are followed.

## Volunteer Expenses

- ✚ Volunteers (including leaders and Trustee's) may be reimbursed for reasonable expenses incurred in the course of their duties. These expenses must be pre-approved and supported by receipts.
- ✚ A clear procedure will be in place to ensure proper documentation of expenses, and they must be submitted within a reasonable time frame.

## Policy Review

- ✚ This policy will be reviewed annually by the Committee to ensure that it remains relevant, up-to-date, and in compliance with all applicable laws.
- ✚ Any amendments or updates to the policy must be approved by the Committee and communicated to all relevant parties.

Expenditure	Expenses covered?
<b>Equipment, consumable items and groceries</b> purchased for use in	
1. Normal evening or weekend-based youth work	Equals
2. Residential activities - camps and sleepovers	Equals
3. Fund-raising activities	Equals
All costs <b>including fuel</b> for rental vehicles for use on fund raising, residential activities and youth work, including Collision Damage Waiver and other insurance	YES
Members' train fares incurred on Group business – <b>at the cheapest possible rate only</b>	YES
<b>Private car fuel costs only</b> incurred in travelling <b>more than</b> 60 miles (round trip) on Group business @ £0.45 per mile	YES
Leaders uniforms	YES
Badges for adult uniformed members and for Squirrels, Beavers, Cubs and Scouts	YES
Items purchased for use in administration of the Group – stationery, stamps etc.	Equals
Leaders Scouting training fees, including parking fees (if not already covered by County or District)	Consult
Claims made without receipts	Consult
<i>Ad hoc</i> gifts or donations	Consult
Tips or gratuities paid to providers of goods and services by members on Group business	Consult
Meals or other hospitality purchased whilst going about Group business	Consult
Repairs to members' vehicles damaged whilst driving on Group business	NO
Repairs to members' clothing or property damaged whilst on Group business	NO
Replacement of members' clothing or property lost or stolen whilst on Group business	NO
Mobile telephone calls made whilst on Group business (except in case of first aid emergency to uniformed children)	NO
Minicabs or taxis used on Group business (except for first aid emergency to uniformed children)	NO
Premium or full-price long-haul train fares for members on Group business	NO
"Mileage" or wear and tear for members vehicles used on Group business	NO
Private vehicle fuel costs incurred on Group business conducted within a 30 mile round trip of Fareham	NO
Parking/speeding fines relating to ANY road traffic offenses incurred on Group business	NO