# DERBY EAST DISTRICT FINANCIAL PROCEDURES Scouts_Logo_Horizontal_Black.jpg

**Derby East District Scout Council**, hereafter referred to as ‘the District’, is a registered charity, No. 1081505. The Trustees are all the members of the District Trustee Board in a given financial year.

**Purpose:**

To identify the process of internal financial control and ensure funds are administered correctly to support scouting in the District ref. **P.O.R. para 5.5** **Finance**

# District Management Structure

The management of the District is led by the District Lead Volunteer and supported by The District Trustee Board

# 1. Accounting

The District Trustee Board will keep Receipts and Payments records that will be externally examined annually by an Independent Examiner.

These records will include:

* Derby East District Scout Council
* District Scout Network
* All accounts for Explorer Scout Units + the District Explorer Scout Accounts
* Squirrel, Beaver, Cub and Scout District sectional accounts
* Duke of Edinburgh Award Scheme District Unit
* Any other account set up for a specific reason, e.g. a major fundraising project.

District Annual Accounts must be submitted to the Charity Commission within ten months after the close of the accounting period.

The District will publish the annual statement of accounts at its annual general meeting of the District Scout Council. The District Trustee Board will previously have approved this statement.

**2. Banking:**

The District will hold a current bank account at Lloyds Bank

**3. Signatories & Authorisations:**

3.1 The District Treasurer will be a signatory on all accounts as detailed in para 1

3.2 Any two of four people, the District Treasurer, District Chair, District Administrator and the District Lead Volunteer can sign cheques on the District account and also can authorise payments as bank transfer from The District bank account.

**4. Income:**

4.1 The District Trustee Board will recommend at the annual general meeting of the District Scout Council a levy per young person that is sufficient to support scouting in the District.

All Scout Groups and Explorer Units will pay the levy annually when membership fees are collected.

4.2 Any other type of fund raising, including for events and activities, will need the approval of the District Trustee Board

**5. Budgets**

A finance sub-committee will meet annually to:

1. Monitor the current year ending budget
2. Draft a budget for the following year for the District Trustee Board to adopt.
3. Make any recommendations on financial matters to the District Trustee Board including the level of reserves the District should hold.

**6. Expenditure**

**6.1 Levels of delegation** will be agreed annually on recommendation from the Finance sub-committee to the District Trustee Board.

|  |  |  |
| --- | --- | --- |
| District Lead Volunteer | £ | 150.00 |
| District Treasurer | £ | 50.00 |
| District Chair | £ | 50.00 |
| District Administrator | £ | 50.00 |
| Finance Committee | £ | 500.00 |

Purchases or commitment to underwrite any District event that exceeds the level of delegations agreed can only be made with the prior approval of the District Trustee Board to ensure any liability incurred can be met, ref. **P.O.R. para 5.1.5.6** **Finance**

**6.2 Expense Claims** from District Officers, Administrators and members of the District Leadership Team need to be made on the Expense Claim Form, Appendix A, and accompanied by receipts.

What can be claimed?

* Postage and other administrative costs associated with a District role
* Journeys undertaken in a District role where no other suitable method of transport is available, including car sharing can be claimed at the rate of 45 pence per mile.
* Training as included in the annual budget or when the need is only for the District role being undertaken. The District Trustee Board needs to approve any other funding for training. Application for part funding will be considered where the District will gain some benefit.
* Costs associated with a section event or activity should be met from the section’s accounts.
* Costs associated with a District event or activity should be claimed against that event or activity.

**7. Assets:** The District Treasurer will hold a list of all assets owned by the District including all sections

**8. Reserves:** The District Trustee Board will ensure the District holds sufficient reserves to run the District for a minimum of 2 years. Set in 2017 as £10,000; to be reviewed annually.

**Reviewed by DFC 30 April 2024 – Amended in line with changes to Trustee Boards and the Transformation programme**

**Approved by the District Trustee Board on 10 June 2024**

Signed by District Chairman: **Tim Boddy**