

DERBY EAST DISTRICT FINANCIAL PROCEDURES

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 Executive 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 4.59 Finance and the Scout District**

District Management Structure

The management of the District is led by the District Commissioner and supported by The District Chairman, District Secretary, and District Treasurer, who are the District Officers, plus elected and nominated members of the District Executive Committee.

1. Accounting

The District Executive 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
- Derby East District Scout Active Support Unit
- District Scout Network
- All accounts for Explorer Scout Units + the District Explorer Scout Accounts
- Beaver, Cub and Scout 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 Executive Committee will previously have approved this statement.

2. Banking:

The District will hold a current chequebook account and an account with the Scout Association Investment Fund.

3. Signatories & Authorisations:

- 3.1 Any two of four people, the District Treasurer, District Chairman, District Secretary and District Commissioner can sign cheques on the District account
- 3.2 The District Treasurer will be a signatory on all other accounts as detailed in para.1
- 3.3 Any two of four people, the District Treasurer, District Chairman, District Secretary and District Commissioner can authorise payments as bank transfer from the District account.

4. Income:

- 4.1 The District Executive 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 Executive Committee.

5. Budgets

A finance sub-committee will meet annually to:

- a) Monitor the current year ending budget
- b) Draft a budget for the following year for the District Executive Committee to adopt.
- c) Make any recommendations on financial matters to the District Executive Committee 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 Executive Committee.

District Commissioner	£	150.00
District Treasurer	£	50.00
District Chairman	£	50.00
District Secretary	£	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 Executive Committee to ensure any liability incurred can be met, ref. **P.O.R. para 4.59 Finance and the Scout District**

- 6.2 **Expense Claims** from District Officers, Administrators and members of the District 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 45p per mile.
 - Training as included in the annual budget or when the need is only for the District role being undertaken. The District Executive Committee 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.

8. **Reserves:** The District Executive Committee will ensure the District holds sufficient reserves to run the District for a minimum of 2 years, recommended at 24 April 2017 as £10,000

Adopted by the District Executive Committee on 21 June 2021

Signed by District Chairman *Tim Body*



Derby East District Expense Claim

Name:

Position Held:

Address:

Bank Account No:

Bank Sort Code:

Travel: Total claimed *

£

* section A page 2 (You may claim up to 45 pence per mile petrol, or fare on public transport)

Telephone: Total claimed *

£

* section B page 2

Postage: Total claimed *

£

* section C page 2

Other: Total claimed *

£

* section D page 2

Total Claim

£

Receipts were applicable should be attached.

Signed:

Date:

Please send claim form and receipts to: Alison Giles, District Treasurer,
10 Woodwards Close, Borrowash Derby DE72 3XR or email: alisongiles@aol.com

Section A - Travel (details of journeys)	Miles	Date	Cost
Total *			

* please continue on a separate sheet if necessary

Section B - Telephone	Date	Cost
Total *		

* please continue on a separate sheet if necessary

Section C - Postage	Date	Cost
Total *		

* please continue on a separate sheet if necessary

Section D - Other	Date	Cost
Total *		

* please continue on a separate sheet if necessary