



TREASURER'S GUIDE

**A guide to the role of the
Group Treasurer**

**Scouts Canada
Manitoba Council**

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Introduction

This guide has been developed to assist you, as treasurer, in carrying out your role in accordance with Scouts Canada's "By-law, Policies and Procedures" (BP&P).

This guide contains:

- Job description,
- Basic Guidelines for Group Treasurers,
- Treasurer's Checklist, and
- Sample financial statements.
- Budget worksheets for Group Committee and sections

Scouts Canada Policy

Scouts Canada's "By-law, Policies and Procedures" is very clear regarding the Financial requirements for Scouting Groups.

Because funds are collected and raised from the public, a group must always be able to account for its income and expenses. Accurate records are a necessary protection for Leaders and Group Committee members.

Funds raised for Scouting must be used for Scouting purposes only.

Annual financial statements must be prepared and reported to the next level within Scouting. For example, the financial records of a Beaver, Cub, Scout or Venturer section are to be filed with the Group Committee, and the financial records of a group are to be filed with the Area Commissioner.

Group Treasurer Job Description

Accountable to: Group Committee Chair

Major area of responsibility: Maintenance of the financial records of the group

Average time required: 6-8 hours per month

Duties and responsibilities:

- Keeps a record of all financial transactions of the group.
- Prepare financial statements and reports for monthly and annual Group Committee meeting, or as required.
- Checks all section books to ensure accounts balance and financial standards are followed.
- Arranges for an annual audit of the books of each section, and the Group Committee.
- Assists section leaders in the preparation of the annual budget for their section and prepare an annual budget for the Group Committee.
- Arranges for adequate insurance on group equipment and property.
- Serves and advises various committee members and leaders on financial matters and fundraising.
- Is familiar with Provincial and National policies regarding finances and fundraising.

Qualifications:

The person recruited for this position should have a working knowledge of bookkeeping procedures, the ability to keep precise and accurate records and be able to prepare clear, comprehensive reports. Ability to relate well to others is also important.

General

Sources of funds

Scout groups have the following sources of funds:

Fees paid by members: At the beginning of the Scouting year, members must pay a registration fee. Many groups add to the fee charged by Manitoba Council to cover the additional costs of operating the group such as leader fees, Group charter and other costs. As well, members are often required to pay for camps and other activities throughout the year.

Weekly dues - These fees range from \$.25 to \$1.00 per week (or more). Normally these fees stay in the section, and are used to help offset the costs of the badges and program supplies.

Fundraisers - Scouts Canada has two accredited fundraising projects - Scoutrees, and Popcorn. These fundraisers are excellent sources of group funds and also make a significant contribution to Manitoba Council and its Membership Assistance Fund.

Donations - Good sources of donations are your sponsor, local merchants, service and community clubs and churches.

Where are funds required?

Scout groups require funds for the following:

- Annual registration fees due to Manitoba Council.
- Program expenses - badges, program aids and special activities.
- Leaders expenses such as uniforms and manuals
- Purchases of equipment such as camping or sports equipment
- Training course fees
- Special events such as attendance at camps etc.

Fundraising

It is an accepted community principle that Scouting, in making its programs available to youth, is providing a valuable service to the community and has the right to seek financial support from the community in return.

Fundraising is an integral part of Scouting's revenue base (at the group, provincial and national levels) and enables the organization to keep fees at a reasonable level and provide the necessary support systems to deliver a quality program.

At the group level, fundraising is conducted primarily to support the delivery of a quality program and funds raised should be used for these purposes. In financing a group's operations, due regard must be given to the effect which the method to be used might have on the reputation, goodwill or integrity of Scouts Canada.

Methods of fundraising used by groups or sections must be compatible with the goals, ideals or policies of the Sponsor\Partner, and be in the best interests of the community, any Sponsor involved and the youth members.

There exist two Nationally accredited Fundraisers: Trail's End Popcorn and Scoutrees. All levels of Scouting benefit when all Groups/Sections make a deliberate and considered effort to participate in the Nationally Accredited Fundraisers.

It is recommended that:

- Sub-committees within the group be established to organize and conduct Group fundraising.
- Groups limit themselves to the two Nationally accredited Fundraisers, and only utilize other fundraisers as a last resort.
- No Scouting members receive a benefit from dealing with a specific business or personal enterprise
- Groups consider and respect any boundaries established with neighboring Scout Groups

Budgeting

A budget identifies the financial requirements of your group's major activities, leadership costs and equipment needs.

Budgeting cannot realistically take place until sections decide on their major activities for the year. Each section's leadership team should prepare a budget as part of their long term plan, declaring their estimates for program activities and camp costs. See Appendix D for a sample budgeting worksheet for individual sections.

The section budgets should then be approved by the Group Committee and then "rolled up" into one overall group budget. Some decisions are then required on the potential sources of funds needed to finance the planned activities. See Appendix C for a sample budgeting worksheet for Groups.

Financial record keeping

Because funds are raised from the public, a group must always be able to account for its income and expenses. "Be Prepared" to provide precise records on the expenditure of all section and group funds.

Monthly Financial statements should be prepared to provide the Group Committee with a picture of its financial situation. An annual financial statement is to be prepared at the end of the "Scouting program year" for both the Group and individual sections.

The Scout Shop has an excellent resource called the 'Financial Record Book'. This book not only outlines National policy and regulations on finances but has actual formatted pages you can use for your monthly and annual record keeping. A similar book is available for each of the sections. A sample format for a financial statement - revenues and expenses with a bank reconciliation is included in Appendix B.

Bank Accounts

Your group should have a daily interest bank account opened in the name of the group. National policy (and common sense) requires funds to be under the control of at least two people. Section and Group bank accounts must be clearly identified as "Scouts Canada" together with the name of the group or section.

In many cases, local branch managers have the discretion to waive service charges for charitable organization accounts.

Section Funds

Each section in your group collects funds on a weekly basis in the form of dues or activity fees paid by parents, and will incur expenses for supplies and badges.

The Group Treasurer should work with the leader designated to handle the section funds to assist them in setting up proper financial records and a section bank account.

Financial Statements

National policy requires that adequate financial records must be kept and audited, and that annual financial statements must be prepared and reported. Group year-end financial statements should incorporate section records. See Appendix B for the format to be followed.

Audits

Financial records should be audited each year, for the protection of the group committee, leaders and parents. It is also the Group Treasurer's responsibility to ensure each section knows how to go about keeping their finances in order.

The audit does not have to be audited by a professional accountant. A simple review by 1 or 2 people not directly involved with the operation of the group is all that is required.

The audit is to ensure that the statements reflect the financial operation of the group and that standard bookkeeping practices are maintained. A local accountant, a bookkeeper, or bank managers are often quite willing to do this for Scouting at no charge if your records are in good order. When auditing the books, the reviewers will need to have all the treasurers' records.

Year End Reporting Requirements

<u>Level</u>	<u>Prepared By</u>	<u>Reports To</u>	<u>Audited By</u>
Section	Section leader	Group Committee	Group Treasurer
Group	Group Treasurer	Group Committee Sponsor Area Commissioner	Independent Auditor

Appendix A Treasurer's Checklist

Set-up	
	Are all Group/Section bank accounts under the name of 'Scouts Canada XYZ Group/Section'?
	Do all Group/Section bank accounts have at least two signing officers as required by " Bylaw, Policies and Procedures"?
	Does the group have written policies on items such as Leader uniform reimbursement, paying for Leader training, fundraising, equipment purchases, Leader registration and camp fees, section funds at year-end etc.?
	Has the equipment inventory (prepared by the Quartermaster) been reviewed and sufficient insurance (fire, theft and vandalism) been purchased for equipment and property owned or occupied by the group?
Budgets & Fundraising	
	Have the Section budgets been developed and submitted to the Group Committee for approval?
	Using the Section budgets, has a Group budget been set and approved?
	Are activity budgets developed for each activity and presented to Group Committee for approval? <i>This needs to be done in the late spring or summer to ensure that the Group can plan for the fund raisers needed and when to have them to ensure funds are available for the program at the appropriate time.</i>
	Is the group following the fundraising guidelines as set out by Scouts Canada?
Reporting	
	Does the Treasurer check the Section books monthly to ensure that accounts balance?
	Does the Treasurer report monthly to the Group Committee with a financial statement of income and expenses?
	Are receipts given out for any income received and collected for any expenses?
	Are reconciliations done monthly to ensure the bank statement balances with the Section/Group books?
	Does the Section/Group keep an organized file with: bank deposit book, bank statements/passbook, cancelled cheques, cheque stubs, receipts for purchases, a receipt book for income, copies of previous financial statements and copies of Group and Council financial policies?
Audits	
	Does the treasurer arrange for Section books to be audited at least once a year and receive a copy of the year end financial statements?
	Does the treasurer arrange for an annual audit of the Group's books?
	Does the Group forward a copy of the year end financial statements to the Group's Partner/Sponsor and Council Service Area?

Appendix B Financial Statements

**Financial Statements
Income & Expense Statement**

For the period of Sept. 1, _____ to Aug. 31, _____

Group: _____ Area: _____

This financial information is used to comply with the By-law, Policies and Procedures of Scouts Canada and to meet federal requirements governing non-profit organizations.

INCOME

	Registrations (gross)	\$.
	Interest Income	\$.
Fundraising	Popcorn	\$.
	Scoutrees	\$.
Other Sources of Income	Donations	\$.
	Camp fees	\$.
	Other ()	\$.
	Other ()	\$.
	Other ()	\$.
TOTAL INCOME		\$ _____.

EXPENSES

	Registrations	\$.
Administration	Postage, Stationary	\$.
	Photocopying	\$.
	Equipment Insurance	\$.
	Service Charges	\$.
	Popcorn	\$.
	Scoutrees	\$.
	Other _____	\$.
Program	Training	\$.
	Uniforms	\$.
	Camps	\$.
	Leader Recognition	\$.
Section Programs	Beavers	\$.
	Cubs	\$.
	Scouts	\$.
	Venturers	\$.
	Rovers	\$.
TOTAL EXPENSES		\$ _____.
INCOME OVER EXPENSES		\$ _____.

Bank Reconciliation Statement

August 31, _____

Starting Book Balance
Sept 1, _____ \$_____.

Bank Statement Balance
Aug 31, _____ \$_____.

+ Income over Expenses _____.
(taken from Income &
Expense Statement)

+ Outstanding Deposits _____.
- Outstanding Cheques
_____ \$_____.
_____ \$_____.
_____ \$_____.

Book Balance
August 31, _____ \$_____.

Bank Balance
August 31, _____ \$_____.

Record of Bank Accounts

SECTION	BANK & BRANCH	ACCOUNT NUMBER
Group Committee		
Beavers		
Cubs		
Scouts		
Venturers		
Rovers		
Other		

Properties: (please include a description of the property and the location)

Leased -

Owned -

Significant Assets (with a value over \$500) - please include a description of the asset, the value and the location where it is stored

- 1.
- 2.
- 3.
- 4.

We hereby agree that we have reviewed the financial statements and records of _____ Scout Group and find them to be correct and accurately reflect the financial position of the group and that they follow proper record keeping procedures.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Appendix C Group Budget Worksheet

Item	Last Year Costs	This Year's Budget	Actual Costs
REVENUE			
Registrations			
Donations			
Interest Earned			
Fundraising:			
Popcorn			
Scoutrees			
Other Revenue			
Total Revenue			
EXPENSES			
Registration Costs			
Group Charter			
Youth Registration costs			
Adult Registration costs			
Police Record Checks			
Membership Assistance			
Total Registration Costs			
Equipment purchases			
Camping Equipment			
Other Equipment			
Sub Total			
Other Expenses			
Leader Training			
Uniforms			
Major events			
Other			
Sub Total			

Section Expenses - Beavers			
Start up costs			
Activity costs			
Other Costs			
Section Expenses - Cubs			
Start up costs			
Activity costs			
Other Costs			
Section Expenses - Scouts			
Start up costs			
Activity costs			
Other Costs			
Section Expenses - Venturers			
Start up costs			
Activity costs			
Other Costs			
Section Expenses - Rovers			
Start up costs			
Activity costs			
Other Costs			
Total Section Expenses			
SUMMARY			
Total Revenue			
Expenses			
Total Registration Costs			
Total - Equipment/Other			
Total Section Expenses			
Total Expenses			
Difference - Revenue less Expenses			

Appendix D Section Budget Worksheet

Work Sheet for Section Budgets		
Anticipated income		
Dues	___ youth x \$ ___ / week dues x ___ number of meetings =	\$.
Other sources of income (describe)		\$
Total		\$.
Expenses <i>(Outline the individual costs associated with the activity)</i>		
Period	Activities: - List the activities planned and the associated cost Other expenses: itemize expenses	Cost
Sept. - Nov.		
Dec. - Feb.		
March - May		
June - Aug		
Totals		
Submit this worksheet to the Group Treasurer in September for inclusion in the Group Budget Worksheet		

See sample worksheet on the next page

Work Sheet for Section Budgets

Anticipated income

Dues	20 youth x \$1.00/week dues x 26 number of meetings =	\$650.00
Other sources of income (describe)		\$ NIL
Total		\$650.00

Expenses

Period	Activities: List the activities planned and the associated cost Other expenses: Itemize expenses	Cost
Sept. - Nov.	2 Outdoor meetings - snacks	\$20.00
	Fall Hike - cost of food	\$25.00
	New Leader handbooks	\$15.00
	Badges	\$50.00
Dec. - Feb.	Christmas Party	\$20.00
	Two outdoor Klondike Practices - food costs	\$25.00
	Fort Whyte	\$45.00
	Kub Kar sleepover	\$45.00
	Purchase Kub Kars (\$4.95 ea plus tax)	\$103.00
	Badges	\$50.00
March - May	Klondike Derby registration cost and food	\$45.00
	ScoutTree Planting day outing	\$50.00
	Planetarium trip	\$45.00
	Bird House Project materials	\$42.00
	Badges	\$50.00
June - Aug	Camp Costs \$15.00 x 25	\$375.00
	Wind up	\$35.00
	Badges	\$45.00
	Add in 10% Contingency (10% of \$1,085)	\$108.00
Totals		\$1,193.00

Submit this worksheet to the Group Treasurer in September for inclusion in the Group Budget Worksheet.