

For Every Group Trustee Board...

Chair and Treasurer

Have clear agendas for meetings.

Community representation on trustee board

Have an annual budget

Create and share an annual report and statement of accounts.

Annual accounts are independently examined.

If independent charity, Charity Commissioner return up to date.

Good admin support for the board

Minimum of 6 trustees

Maintain accurate records of meetings

Claiming Gift Aid

Using the Safe Scouting Premises Audit

	Action	By Who	By When
Priority 1			
Priority 2			
Priority 3			

AGM held annually and within 6 months of financial year end

Premises risk assessments in place and regularly reviewed

Adopt and follow a group constitution

Assured that the right insurance in place for people, property and equipment

Maintain records of property and equipment ownership

Maintain a risk register and put appropriate mitigations in place.

All trustees inducted and compliant with mandatory training

Ensure your group has enough money