

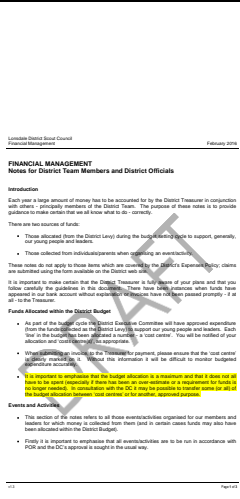


**Minutes of the Finance sub-Committee 4 February 2016 7.30pm District Scout Headquarters**

Present: Tony Andrews (Acting Chairman), Steve Clarke (Treasurer), Ray Salisbury, Alison Wilkinson (Secretary)  
 Apologies: Craig Dewar (DC), Tracy Seton,

1.	<p><b>Welcome and Apologies</b></p> <p>Apologies from Craig Dewar and Tracy Seton</p>	
2.	<p><b>Minutes of Meeting held 11 November 2015</b></p> <p>Minutes approved as accurate.</p>	 151111 Finance Meeting Minutes - FINAL.
3.	<p><b>Matters Arising (not covered anywhere else on the agenda)</b></p> <p><u>Group Accounts</u>          TA reviewed all accounts received. Approximately half of the accounts were submitted of which 2 were considered satisfactory.          Action          TA will write to groups who have not submitted accounts and will also write to the groups who did submit accounts but were not satisfactory. TA will correspond and meet with group treasurers.          Comment from committee members that the quality of accounts have regressed over the past 3-4 years.</p> <p>Charity Commission Returns          ??</p>	
4.	<p><b>Membership of sub-Committee</b></p> <p><u>Ralph Squire</u>          TA has begun to write to Ralph Squire following his resignation from the Finance sub-Committee, but needed further information on Ralph's time served on the committee, this was provided by the committee members and TA will now write a letter to accept and acknowledge Ralph's resignation and thank him.</p> <p>As yet no other committee member has been recruited.</p> <p><u>Sharpes Bequest</u>          TA advised that he would liaise with a contact in relation to how these monies are invested to gain the best interest rates and maximum return.</p>	

5.	<p><b>Treasurers Report</b> See attached</p> <p>Scout and Guide Shop accounts are outstanding.</p> <p>Nigel Pullen – RS to send notes to Nigel and RS is to add his notes to exec notes.</p>	 160204TreasurersReport.d
6.	<p><b>Reporting Expenditure (against budget) to Executive Committee</b> SC to report every 6 months, TA has spoken with CD about this. SC is to present the annual accounts at the next exec meeting as part of his report. RS gave detailed report on Campsites</p>	
7.	<p><b>Annual Accounts for 2015</b> Discussed</p>	
8.	<p><b>Explorer Scout Finance and Support Group Report</b> TS was not present at meeting to discuss – C/F</p>	
9.	<p><b>Financial Management Document</b> TA and SC discussed this with the group. Action TA to attend District Team meeting (awaiting date) and will send out guidelines for Financial Management including cost codes.</p>	 London District Scout Council February 2016 <b>FINANCIAL MANAGEMENT</b> Notes for District Team Members and District Officials Introduction Each year a large amount of money has to be accounted for by the District Treasurer in conjunction with the various committees of the District Team. The object of these notes is to provide guidance to those who will be asked to do this. There are two sources of funds: • Those allocated from the District Levy during the budgeting cycle to support, generally, our group projects and activities. • Those collected from individuals/groups when purchasing an membership. These notes do not apply to those items which are covered by the District's Expenses Policy: claims are submitted using the form available on the District web site. It is important to make certain that the District Treasurer is fully aware of your plans, and that you either identify the guidelines in the accompanying notes, have been approved when funds have been requested to the bank account without expenditure of money, have not been passed properly - if at all - to the Treasurer. Funds Allocated within the District Budget As part of the annual Cycle, the District Executive Committee will have approved expenditure from the funds allocated to the District Scout Group to support our group projects and activities. Each year this budgeting cycle will end at a meeting, a 'cost centre'. You will be notified of your allocated and committed funds. When you are asked to provide this information it will be difficult to monitor budgeted and actual expenditure. It is important to make certain that the District Treasurer is fully aware of your plans, and that you either identify the guidelines in the accompanying notes, have been approved when funds have been requested to the bank account without expenditure of money, have not been passed properly - if at all - to the Treasurer. Credits and Activities • The section of the notes refers to all those activities/activities organized for our members and needs for other money to be collected from them (and in certain cases funds may also have been allocated within the District Budget). • Every year it is important to emphasize that all expenditures are to be run in accordance with the District's Expenses Policy to support the group's work. Page 1 of 1
10.	<p><b>Westgate Scout Group – Bank Account (plus lessons learnt)</b> Covered in point 9</p>	
11.	<p><b>Lancaster Scout and Guide Shop</b> TA has agreed the way in which we calculate the distribution of profits. TA is of the understanding that the Guides will pay their contribution to the insurance at the end of the year. TA will write dates into the constitution.</p>	
12.	<p><b>Any other business</b></p>	
13.	<p><b>Date of Next Meeting - Thursday 5 May 2016</b></p>	