



Guidelines for managing Scout Group Finance

This Circular substitutes Administration Circular No. 09/2018 issued on 1 January 2018.

Introduction

Nowadays, Scout members, parents, Group scouters and public are intensely concerned about the financial management of Scout Groups, such as how to use the funds raised and income received from members. Hence, Scout Groups should manage the Group's finance carefully and in ways that are transparent and accountable, otherwise, the integrity of the concerned leaders would be questioned and the Association's reputation would be damaged if the scout groups could not justify the use of funds clearly.

In view of corporate governance, the Association Headquarters (AHQ) provides this "Guidelines for managing Scout Group Finance" for all Group scouters and representative of Group Sponsor to observe and abide by. The Guidelines shall read together with the Rules 2.11 "Group Finance" of the Scout Association of Hong Kong "Policy, Organisation and Rules" as well as the financial guidelines issued by the respective Scout District, Region or Finance Branch of AHQ.

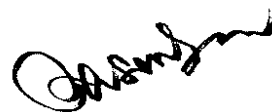
Points to note

1. Scout Group may collect subscription fee or other charges from Scout members to support the group's basic operation, such as administration fee, rent, rates, and addition of equipment for Sectional unit meetings/activities etc. However, Scout group shall not collect a lump sum amount of subscription fee or deposit or guarantee deposit from newly joined members.
(Remarks: Scout members are required to pay Membership Subscription to AHQ. Currently, AHQ levies the Membership Subscription from the sales of Membership Badge instead of collecting money from Scout members directly.)
2. Scout Group may supply member uniform accessories, such as Group Scarf and Group Badge etc at cost or a reasonable price.
3. The setting of group subscription fee and charges amount shall be based on the group's actual needs, the amount shall not be set too much and the money shall not be collected too early. It is not appropriate to collect subscription fee / charges for a quarter or even 6-months. Each Sectional Unit may maintain a cash account. If such an account is maintained, the Leader of the Sectional Unit is responsible for producing a proper statement of cash balance and supporting payment receipts.
4. In case of involving large amount of monies collected, such as participant fee of Jamboree or overseas activities, the Group Scouters shall request Scout member or their parent to pay by Cheque or bank to the Group's bank account to avoid leaders of sectional unit to handle large amount of cash. Official receipts shall be issued by Scout Group and receipt books shall be kept properly for audit.

5. Normally, Group Scouters shall segregate money for Scout Groups from personal account, and bank the money received promptly.
6. In no case can cash/cheque be banked into personal account.
7. The Group's Bank account, including current account or saving account, shall be operated by not less than two signatories authorized by the Group Council, or the Group Scouters' Meeting (resolution should be recorded on the meeting minutes). One of the authorized person shall be the Group Treasurer. Blank cheque book shall be kept property and cheque should under no circumstance be pre-signed.
8. The Group Treasurer shall not be held by a Warrant Leader in the same Group and the offices of the Group President, the Group Chairman, the Group Secretary and the Group Treasurer shall not be combined. Scout Group may appoint a Scout member's parent as the Group Treasurer. If the Group Council is absence, Group Scouters' Meeting shall appoint a scouter to perform the Group Treasurer's duties.
9. Scout Groups are required to keep proper books of accounts and statements of accounts, including payment voucher, receipt voucher, cash books, cheque books, saving account passbook, journal and general ledger etc. Books and Statements of accounts shall be preserved for not less than seven years from the date of the last entry.
10. In order to ensure the safekeeping and proper use of funds, the representative of Group Sponsor shall check the Group finance regularly. Therefore, the Group Scout Leader/Scouter-in-charge shall circulate this Guideline to the representative of Group Sponsor for information. For enquiry, please contact the respective District Commissioner directly.
11. Scout Groups are required to submit an audited statement of accounts as at 31 March annually, which has been approved at their Annual General Meeting or Group Scouters' Meeting to the District Commissioner, not later than 30th June of each year. The Group Auditor, appointed at the Annual General Meeting of the Group Council or the Group Scouters' Meeting, shall be an independent and competent person, and preferably a qualified public accountant. In addition, Scout Groups are required to provide further information on Group / Unit bank account and Group / Unit subscription fees, etc. for checking. The templates of Annual Statement of Accounts and Supplementary Information Sheet can be downloaded from the Association Website.
12. Fund raising activities shall only be organised after obtaining written approval from the District Commissioner.

Remarks:

Amendments was made to the Note 11.



Jason NG
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