

Group Finance Safety Check List

Sound and Prudent Financial Practices for Scout Groups

References

- By-Law, Policy and Procedures – 11000
- Southwestern Ontario Administrative Centre’s Finance Operations - Information, Procedures and Processes For Groups, Areas and Council Managed Facilities

Authority and Accountability

The Group Commissioner has the overall responsibility for the group, including the group’s finances. To ensure that the group’s finances are well managed and accounted for, the Group Commissioner recruits a treasurer for the group. The treasurer assumes the responsibilities as described in the treasurer’s position description in B.P. & P., Section 4000.

	√ or X
1. The Group has a Treasurer.	<input type="checkbox"/>
2. The Group Treasurer has been provided a job description for the role.	<input type="checkbox"/>
3. There is an approved Group Budget established prior to September 1 st of any given year	<input type="checkbox"/>
4. All activities, events or operating expenses are organized (budgeted) in such a way that they do not create a deficit.	<input type="checkbox"/>
5. The Group Treasurer submits monthly finance reports to the Group Committee.	<input type="checkbox"/>
6. The Group has submitted an annual financial statement to the Council [on or by the prescribed date].	<input type="checkbox"/>
7. Annual Financial Statements reflect operations between September 1 st and August 31 st of any given year.	<input type="checkbox"/>
8. Prior to submission The Group’s Financial Statement has been subject to an impartial third party review by two individuals who have not been involved in the group financial accounting and reporting.	<input type="checkbox"/>
9. The Group has submitted, as part of their Annual Financial Statement the Group’s inventory of equipment.	<input type="checkbox"/>
10. All Group and Section bank accounts or similar are clearly identified as “Scouts Canada”	<input type="checkbox"/>
11. All Group and Section Bank Accounts, or similar are under the control of at least two signing officers and two signing officers must sign every cheque.	<input type="checkbox"/>

√ or X

12. No cheque is pre-signed by a signing officer and held for “emergencies” .	
13. The Group has established clear procedures for the approval and reimbursement of expenses.	
14. The Group issues receipts for all funds received and keeps a duplicate of the receipt. This becomes documentation for incoming funds. (exception Apple Day, Scoutrees and similar)	
15. All funds are directly deposited into a Scouts Canada account and no conversion of funds occurs.	
16. As far as possible, cheques should pay all expenditures. The cheque register becomes documentation for outgoing funds. Expenditures are supported by original receipts.	
17. The Group attests that no fund-raising activity has been conducted (or will be conducted) without the approval of the Area Commissioner.	
18. The Group understands that lottery, casino, raffle, bingo or other fundraising that is associated with gambling must be approved by the Council.	
19. Should thought be given to “fold”, the group agrees to inform the Area Support Manager and Area Commissioner immediately. The Group is not authorized to spend or disburse remaining funds, equipment and assets without the approval of the Council as they are Scouts Canada assets that the group holds in trust.	
20. Group financial records will be maintained by the Group and be available to the Council should they be required. The Group will maintain the records in a manner compliant with requirements for financial records storage as set forth by the Canada Revenue Agency.	

On behalf of the _____ Scout Group, we confirm that our practices are compliant with Scouts Canada’s Policies and Procedures.

Group Treasurer

Group Commissioner

Date:

Date: