



# Finance Policy

1st Howden Scouts (St. Peters)

This policy sets out how 1st Howden Scouts (St. Peters) will collect money for termly subscriptions and events including how claims for money will be handled

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## **Group Treasurer**

The Group Treasurer is responsible for the day to day management and recording of transactions for 1<sup>st</sup> Howden Scouts (including any suspense accounts), along with payment of invoices and expenses. The Group Treasurer is also responsible for the production of the Group end of year accounts.

The Group End of Year is April.

The Group Treasurer is not responsible for any bank accounts that are held by individual sections.

## **Payment Methods**

1<sup>st</sup> Howden Scouts will accept the following payment methods;

- Cash
- Card Payments
- Online Payments

There is no fee for using a particular payment method over another.

## **Termly Subscriptions (Subs)**

Subscriptions are due within the first 2 weeks of the start of the half term. If the Subscription fees are not paid within the first 2 weeks of the half term, the issue will be referred to the treasurer. All subs payments must be made by the end of the half term otherwise, the young person in question shall be removed from the books, if they wish to re-join, and they must first pay any outstanding amount and then join the waiting list (if any).

The termly subscription fee is non-refundable once paid. There are no refunds available if a YP does not turn up for a weekly meeting or event covered by the termly subscription.

YP joining the group or section are to be given an additional 2 weeks grace on paying their first subs to the group. This is to give the YP chance to decide if they want to join the group.

## **Subsequent Children**

1<sup>st</sup> Howden Scouts offer a discount of 25% on the total subscriptions due for every child in the group after the first. The discount will be applied to the youngest children with the oldest child paying the full amount. If the oldest child leaves the group or does not pay the subscription for a half term the next oldest will be required to pay the full amount.

## **Events**

### **Deposits**

A deposit will be required to secure a place on an event that has a fee. All deposits are non-refundable and must be paid along with booking. Where a deposit remains unpaid after 1 week of booking, the place will be offered to another on the waiting list for that event.

The deposit for an event will be calculated by the leader in charge of the activity and must cover any up-front cost that the group will incur and should be set at a level to discourage the YP dropping out close to the deadline.

### **Remaining Balance**

The remaining balance of the event is due at least 2 weeks before the start date of the event. Cancellations at least 2 weeks before hand will not be required to pay the remainder of the balance unless additional payments have been requested to allow for activities to be paid (e.g. large camps). Cancellations less than 2 weeks before the deadline will be required to pay the full amount.

For cancellations less than 2 weeks beforehand that have paid the full amount, an application to the Group Executive Committee can be made for a partial refund. This will be decided, on a case by case basis, based on the total spend on the camp prior to the cancellation, if a reserve could be found and impact to the camp (i.e. group discounts). Any refund will be paid after the next Group Executive Committee meeting.

### **Payment Schedules**

For larger events a payment schedule may be set up, payments may not be refundable once the deadline for a payment has passed, if this is the case, it will be made clear on the invitation to the event. Not paying an amount by the deadline may result in the YP being removed from the event without any refund.

If a payment is going to be late, it is the responsibility of the parent/guardian to talk to the leader about this at least 1 week before the deadline.

### **Cancelled Events**

1<sup>st</sup> Howden Scouts will make every effort not to cancel events however sometimes events are out of our control;

#### **More than 2 weeks before an event**

If an event has to be cancelled more than 2 weeks before an event, the Group Executive will be asked to decide how much, if any of the deposit can be refunded. This will be based on the reasons around the cancellation, the total expended that cannot be refunded, and any other relevant factors. If there have been no expenses, the leader in charge of the event can decide to refund all of the deposit.

#### **Between 2 weeks and the event**

If an event has to be cancelled after the final payment deadline, the group executive will be asked to decide how much, if any of the amount paid can be refunded. This will be based on the reasons around the cancellation, the total expended that cannot be refunded, and any other relevant factors. If there have been no expenses, the leader in charge of the event can decide to refund the entire amount paid.

#### **Cancellation during an event**

If an event has to be cancelled during the event, the Group Executive will be asked to decide how much, if any of the amount paid can be refunded. This will be based on the reasons around the cancellation, the total expended that cannot be refunded, and any other relevant factors. This includes being sent home due to injury or illness (including home sickness).

## Non-Attendance

If a YP does not turn up at an event without explanation, the Group Executive will be asked to decide how much, if any of the amount paid can be refunded. This will be based on the reasons around the non-attendance, the total expended that cannot be refunded, and any other relevant factors. The Group Executive should look more favourably on cancellations than non-attendance.

## Surplus

If an event ends up with a surplus of cash, the surplus will go back into group funds. This surplus can then be used to manage the maintenance of equipment, buy new equipment, cover the cost of events that go over budget, or be used to provide a discount to a future event.

## Leaders and Young Leaders

1<sup>st</sup> Howden Scouts recognise that the Leaders and the Young Leaders put a lot of effort into the running of the group as a voluntary activity, as such the leader in charge of an event should make every effort to cover the cost of leaders and young leaders attending camp within the cost of the camp paid for by those attending. Parent Helpers (Occasional Helpers) should also be included in this.

## Products

1<sup>st</sup> Howden Scouts offer to sell a number of products (replacement badges, neckers, woggles etc.). When selling a product, the money must be received before the item is handed over.

## Financial Hardship

If parents or guardians are unable to pay for their child to go on events due to the financial situation of their family, 1<sup>st</sup> Howden Scouts will make every effort to help. This help may include, but is not limited to;

- **Offering Discounts on Subscriptions**  
The Group Executive committee can decide to offer a discount on the subscription fees for a child within the group. This is made on a case by case basis. To apply for this discount the parent or guardian must first approach either the Section Leader or the Group Scout Leader
- **Offering Discounts on Events**  
The leader in charge of an event can decide to offer discounts on events for YP within the group providing that the event does not make a loss. If offering a discount to a YP may cause the camp to make a loss, the leader in charge must first get permission from the Group Executive.  
All offers of discounts (whether accepted or not) must be recorded and a record kept for 5 years.
- **Make use of the second hand uniform**  
The second hand uniform is available for a donation, the group is happy to wave the request for a donation if the YP is unable to provide a donation
- **Assisting in fundraising**  
The group may allow some of the financial benefit of fundraising to be put aside to help pay for Subscriptions and events for a YP in financial hardship. It is expected for this to happen, the YP in question must attend the fundraising event.
- **Applying for grants**  
There are a number of grants that can be applied for to help YP in financial hardship attend

Scouts and go on events. If a YP cannot go on events or pay their subs and the group cannot offer a discount, the group executive may help apply for these grants

- **Spare Kit**

The group can offer the YP use of the spare kit that the group has for emergencies on camps such as sleeping bags, roll mats, clothes, boots, etc.

## **Discounts for Leaders Children?**

The multiple children discount will be offered to all leaders children in the group to recognise the effort that the leaders put in to the group.

A discount of 25% will be offered to leader's children and parent helpers children when their parent is attending an event to assist in the running. This is automatically available for the group leaders when they attend an event; however, is only available to occasional helpers when they have been specifically asked to attend and is not available if the parent is attending to provide one-to-one support.

## **Non-Payment**

If a payment is more than 2 weeks overdue, it will be referred to the group treasurer. If the payment is still unpaid after 6 weeks after the due date the group reserve the right to remove the child from the books. If they wish to re-join, they must first pay any outstanding amount and then join the waiting list (if any). The group also reserve the right to refuse to accept the YP on other events while there is an outstanding debt.

## **Leaders Expenses Claims**

Leaders are entitled to claim back any reasonable expense that they have laid out as part of their Scouting for the group. Claims should be made within 2 months of the initial purchase. All claims must be requested for on an expense form with receipts provided, if no receipt is available a reason must be provided.

### **Claims as part of an event**

The leader in charge of an event is expected to ensure that all expenses are covered by the income for an event. There is no limit on the total that may be claimed for an event providing the event breaks even. If an event loses more than £20.00 unexpectedly the Group Executive should be consulted before making any additional payments (see refused claims).

Before running an event at a loss intentionally the leader in charge must seek permission from the Group Executive.

Every event should have an individual balance sheet produced for it showing the income and a breakdown of the expenses claimed for the event.

### **Claims for Group Equipment**

Leaders may purchase group equipment to the total value of £20.00 without gaining permission from the Group Executive. Any value over £20.00 must be pre-approved by the group executive.

*Note: Group Equipment may be purchased as part of an event without the Group Exec's permission providing that the event does not run at a loss.*

### Claims for weekly meetings

Leaders may claim the total value of the income of subs allocated to a weekly meeting averaged over a term.

i.e. If there are 6 meetings in a term and there are 30 Cubs, the Cub pack may claim up to £180 for the term (£1 x 30 Cubs x 6 weeks)

Any expenditure over this must be pre-approved by the Executive Committee.

### Claims for mileage

Leaders may claim for mileage for attending training and district and county meetings that directly affect the Scout Group at the rate of 0.30p per mile. If claiming this every effort must be taken to ensure that only 1 car attends the training or meeting and it must be pre-approved by the Group Executive.

Leaders may claim for mileage to attend events organised within the group; however, the leader in charge should make every effort to ensure that this is covered within the cost of the event. The rate for mileage claims is 0.30p per mile for every car attending and an additional 0.05p per mile if towing the trailer. This is not available for leaders dropping their child off at an event and not staying.

### Standard Totals

Location	Total	Total with trailer
<b>Squirrel Wood (46 miles round trip)</b>	£13.80	£16.10
<b>Tablers Wood (38 miles round trip)</b>	£11.40	£13.30
<b>Raywell (38 miles round trip)</b>	£11.40	£13.30
<b>Primrose Hill (67 miles round trip)</b>	£20.10	£23.45

Leaders can decide to donate the money back to the group if they wish. The money should first be claimed and then donated back to the group to make use of the Gift Aid.

### Claims for Training

The group may pay for relevant training for leaders. The Executive Committee may request that the training is sourced from within the district / county before permitting payments for training further afield. The executive should also consider;

- Benefit to the group
- Return on the training (i.e. paying for a 3<sup>rd</sup> party instructor vs training a leader)
- Grants for training
- Offers to split the training cost between the leader and the group
- Total spent on training in the last year

All claims for training must be pre-approved before booking the training.

## **Refused Claims**

If a claim for reimbursement is refused by the Group Executive, the leader should have the reasons explained to them. If they have already made the purchase and the item can be returned it should be returned. If the item cannot be returned, the Group Executive should help the leader to pay for the item (i.e. fundraising, running an event at a profit). This is based on the principle that no leader should be out of pocket due to Scouting.

## **Chasing Debtors**

1<sup>st</sup> Howden Scouts shall spend a maximum of 5% of the total debt chasing debtors. For debts totalling more than £250.00 the Group Executive may decide to pass the debt to a debt recovery agent. Passing a debt to a debt recover agent must be approved by the Group Executive Committee.

## **Donations**

All donations to the group must have a thank you letter set to the donor within 4 weeks of receiving the donation. Donations from leaders and parents should be recorded in the Online Scout Manager Gift Aid sheet to allow Gift Aid to be claimed on the donation.

## **Gift Aid**

1<sup>st</sup> Howden Scouts shall claim gift aid on all subs payments from qualifying adults. Gift Aid should also be claimed on donations to the group. Gift Aid will be claimed at least once per year.

## **Leader Benefits**

1<sup>st</sup> Howden Scouts will offer the following leader benefits;

- 1<sup>st</sup> Scout Shirt for the leader
- Requests for replacement scout shirts considered