

SCOUT COUNTY TREASURER





SCOUT COUNTY TREASURER

AIMS AND OBJECTIVES OF THIS SESSION

- Refresh on the roles and responsibilities of the Scout County Treasurer
- Background to consolidating Scout County Accounts
- County Finance Manual Review
- Record Keeping – discussion regarding practice



SCOUT COUNTY TREASURER

To deal with the financial affairs of the Scout County.

- To establish and manage the Scout County bank accounts.
- To be responsible for the supervision of the financial planning of and the monitoring of income and expenditure from the Training and Events run by the Scout County.
- The implementation and monitoring of the application of the Associations Finance Manual within the Scout County.
- To prepare and present the annual budget for the Scout County for approval by the Scout County Management Committee.
- To prepare the annual accounts of the Scout County for the approval of the Scout County Board.
- To receive the annual accounts of all Scout Groups in the Scout County from the Group Treasurer.



SCOUT COUNTY TREASURER

- To support Scout Groups in the preparation of annual accounts & other financial matters as required.
- To submit the annual accounts of the Scout County and each Scout Group in the Scout County to the National Treasurer via the Provincial Treasurer.
- To support all Campsite/Centre Managers in their Scout County to ensure compliance with Rule 170.
- The County Treasurer will support the financial operations of the Scout Groups within the Scout County. The support will include:
 - Reviewing Financial procedures (including cheque signing procedures)
 - Maintaining a register of Scout Group Bank Accounts (includes Credit Union, An Post accounts etc.)
 - Working with the County Commissioner / Training Team to ensure training as required is available to and undertaken by the Group Treasurers
 - Supporting the Group Treasurer in the preparation of the Scout Group Budgets.
 - Reviewing the annual Scout Group Accounts.
- To carry out any other functions or duties as required by the Scout County Management Committee.



NMC RESOLUTION

COUNTY ACCOUNTS

362/2015

To resolve to adopt the recommendation for Scout Counties not to register as separate charities with the CRA/CCNI:

NMC 15010--24 -- SCOUT COUNTIES and Charities Acts





ROLE OF THE SCOUT COUNTY

The primary purpose is to provide supports to the Scout Groups of Scouting Ireland.

The Association exists to organise a support for Scouting.

Scouting is organised through Scout Groups.

The Association supports Scout Groups.

The Scout Counties support Scout Groups at a local level.





BACKGROUND

Five Scout Provinces in the Republic of Ireland are already consolidated within the financial statements of Scouting Ireland .

The accounts of the Northern Province are included in the financial statements of Scout Foundation(NI).

If the accounts of the Scout Counties are not to be consolidated by Scouting Ireland they will have to register as separate charities just like the Scout Groups.

This is not considered to be necessary since Scout Counties primarily exist to support Scout Groups.





BACKGROUND

There are many controls already in place and the Scout County Treasurers operate within these controls.

Apart, therefore, from the consolidation of the accounts of the Scout Counties within the accounts of Scouting Ireland and some adjustments for audit purposes, there should be no significant change to the operations of the Scout Counties.

If the accounts of the Scout Counties are to be consolidated, it must be remembered that the members of the National Management Committee will be the Trustees with responsibility for the accounts



FINANCE MANUAL

- Outlines best practise and requirements



END OF FINANCIAL YEAR

CLOSE & REVIEW BOOKS EVERY YEAR

- At the end of the financial year, make one last call for outstanding expenses and receipts
- Reconcile and close issues. Don't let financial problems go from one year to the next
- Pay all outstanding bills. Of course if someone has a late expense submitted after the final financial statements are published, still reimburse them. Just record it in the next year financial year
- Produce an income / expenditure statement
- Produce a balancing statement showing scout accounts, receivables, payables and a list of equipment and its value
- Publish and review with the Scout Group Council
- Prepare annual return for AGM, Scouting Ireland, CRA and the CC(NI)
- Refer to the County Finance Manual for formatting and dates of returns / requirements



END OF FINANCIAL YEAR

CLOSE & REVIEW BOOKS EVERY YEAR

TIMELINE FOR SCOUT COUNTY ACCOUNTS

1. By 15th September :

- Submit draft accounts to Scouting Ireland's National Office and to your Provincial Treasurer

2. By 15th October:

- Forward signed copy of accounts to the Provincial Treasurer and Scouting Ireland's National Office

Budgets should be submitted to National Office, via the Provincial Treasurer, by 30th June.





RECORD KEEPING

The Basics :

- Receipts
- Payments
- Bank Reconciliation
- Equipment Register



MISC.

Insurance:

Please contact National Office for information on Travel and Building insurance scheme

County Campsites:

Will register with and report to the CRA and Scouting Ireland on an individual basis.

Charity Donations / Funding Schemes:

Seek advice from National Office as criteria varies in different jurisdictions

Tax Clearance Certs / Charity Registration:

Contact National Office for details of up-to-date tax cert and any assistance required regarding forms that need to be completed from a tax perspective





SUPPORTS

Please find details of your support person:

Provincial:

National:

Staff:



RESOURCES

- www.my.scouts.ie
- Finance Manual
https://my.scouts.ie/uploads/files/Official%20Documents/Official%20Documents/SID_69_10_Finance_Manual.pdf
- Excel Accounts Package
- Updated 15.02.17



THANK
YOU

