

**1. Objective**

- 1.1. The financial policy of the group is designed to ensure adequate funds are available for a high quality Scouting program. The objective of the section leaders is program delivery, not fundraising.

**2. Bank Account**

- 2.1. A single bank account will be maintained for the group and all sections.
- 2.2. This account will be held at the Royal Bank in Merrickville under the name '1<sup>st</sup> Merrickville Scouts Group Committee'.
- 2.3. Any section specific funds in the group account will be appropriately tagged and available only for the use by that section.
- 2.4. A balance will be kept in the account such that in-trust funds are always available.

**3. Fund in Trust**

- 3.1. Sections may have a maximum of \$200 in petty cash. Any amount over this must be deposited with the group in trust. The intent being to ensure large amounts of money are not uncontrolled.
- 3.2. Section funds in trust with the group are available to the section for any purpose without question.
- 3.3. Section and group are both responsible for ensuring the amount of funds in trust is known.

**4. Approvals**

- 4.1. All cheques must be approved at a group committee meeting by simple majority. However, cheques for funds in trust do not require approval.
- 4.2. Any multi-year capital expenditure requires approval by the majority of voting members.
- 4.3. A voting member is defined as any section (e.g. Beavers, Cubs, Scouts, etc), or group committee member who attends at least 50% of group committee meetings since the beginning of the current Scouting year. Only one vote per section.
- 4.4. Pre-approval is required for all expenditures greater than \$100.
- 4.5. Receipts or declarations are required for all expenditures.
- 4.6. Two signatures are required on each cheque, the group chair and the group treasurer.

**5. Budget**

- 5.1. A group budget will be produced in September of each year.
- 5.2. Sections must submit any requests for capital equipment no later than the August group committee meeting.

**6. Equipment**

- 6.1. Group responsible for purchasing capital equipment.
- 6.2. Sections responsible for repair and replacement of any lost or damaged equipment.
- 6.3. Personal equipment brought to an event for use as part of the program (personal camping equipment is always at the owner's risk):
  - 6.3.1. Colony, pack, and group accept responsibility during their events.
  - 6.3.2. Troop does not accept responsibility during their events.

## 7. Financial Statements

- 7.1. The Scouting fiscal year is September 1<sup>st</sup> to August 31<sup>st</sup>.
- 7.2. Sections will submit financial statements including all transactions since last statement at each group committee meeting. Statement must also include cash balance, amount of funds in trust with the group, and
- 7.3. Sections will submit annual financial statement and all receipts to the group no later than the September group committee meeting.
- 7.4. Section annual financial statements must be approved by two leaders from that section.
- 7.5. Receipts are required for all section expenditures.
- 7.6. Backup copies, stored offsite, must be kept of all section and group financial records.
- 7.7. Each section will have a different section audit their annual financial statement.
- 7.8. Financial statements will include opening and closing balances.
- 7.9. The group will produce an annual financial statement no later than the September group committee meeting.
- 7.10. Group financial statement will not include bank account number.
- 7.11. Group annual financial statement must be audited by a 3<sup>rd</sup> party.

## 8. Fundraising

- 8.1. Sections must make the group aware of any fundraising plans. This is not to ask permission, but to ensure the same potential sponsors are not being asked by multiple people.
- 8.2. The person raising specific funds in the name of the group/section has defacto control over how those funds are spent. i.e. leaders/parents from specific sections at Bingo “own” those funds. However, the standard approval procedure still applies.
- 8.3. All sections participate in Apple Day with all the funds collected going to the group. The group covers the cost of the apples and the crests.
- 8.4. Each section sets their own rate for dues.
- 8.5. The youth are not to be treated as door-to-door salesman. Without prior group approval, asking the youth to sell products or obtain pledges is prohibited. Parents have indicated a preference to pay the cost of the program rather than being asked to fundraise. The exception is Scouts where the youth themselves may decide to fundraise for a specific activity.

## 9. Registration Fee

- 9.1. The total registration fee includes the Scouts Canada fee, a group fee, and a facility rental fee.
- 9.2. The group fee is set to cover the cost of the leader’s registration with Scouts Canada.
- 9.3. The facility rental fee is set to cover the cost of use of the Merrickville community centre.
- 9.4. The group fee is waived for the children of leaders and group committee members.
- 9.5. Only one instance of the group fee is charged per family.
- 9.6. The registration fee is identical for all sections.
- 9.7. Leaders are responsible for their own uniform.
- 9.8. The group is responsible for leader’s registration fee.
- 9.9. No reduction for multiple children from the same family, unless such a reduction is offered by Scouts Canada.
- 9.10. No refunds after the end of September.

## 10. Financial Assistance

- 10.1. Registration: Parent pays 1/3, group pays 1/3, council pays 1/3.
- 10.2. Uniform and handbook: Parent pays 1/3, group pays 2/3.
- 10.3. Camps: Parent pays 1/3, section pays 2/3 (section may apply to group for rebate).
- 10.4. Opemikon: No group financial assistance.
- 10.5. Event where cost per child is greater than \$500: Group pays \$100 per attendee. An overall budget for the event must be submitted with the section budget at the August group committee meeting.

**11. General**

- 11.1. Sections responsible for operating costs of their program.
- 11.2. GST rebate goes to the group.
- 11.3. Group responsible for the cost of the annual family banquet.
- 11.4. Group responsible for the cost of neckers. Each youth is given one necker; if it has to be replaced there is a \$5 charge levied by the section and submitted to the group.
- 11.5. Group responsible for the cost of the group, provincial, regional, and area crests.
- 11.6. Group responsible for the cost of Remembrance Day crests.
- 11.7. Group responsible for all training costs. This includes Woodbadge I & II, Standard First Aid, Wilderness First Aid, and any boating related courses.
- 11.8. There must be no charge for events or activities where the cost per youth is less than or equal to two weeks dues.
- 11.9. Camps and other activities should aim to break even; they should not be used as a fund raiser for the section.
- 11.10. Dues should aim to cover the operating costs of the section.
- 11.11. Sections responsible for any damage to rental facilities during their meetings or events; group responsible during group events.