
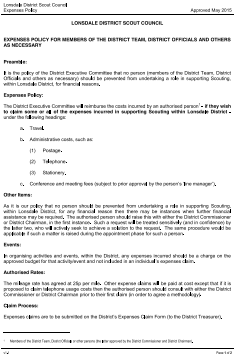







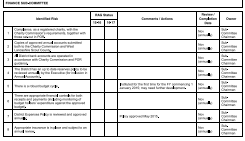
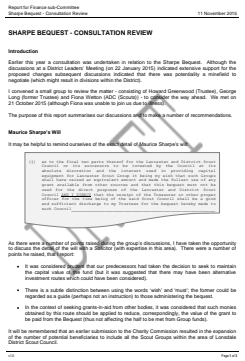
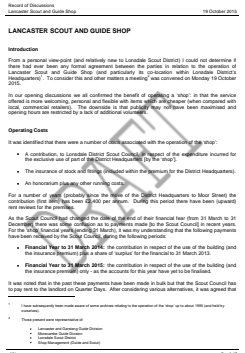
Minutes of the Finance sub-Committee 11 November 2015 &.30pm District Scout Headquarters

Present: Tony Andrews (Acting Chairman), Steve Clarke (Treasurer), Ray Salisbury, Tracy Seton, Alison Wilkinson (Secretary), Craig Dewer (DC)

Apologies: None

1.	Welcome and Apologies Ralph Squire Since the last meeting Ralph Squire resigned as member of the Finance Committee with immediate effect. Committee proposed that we write to Ralph to accept his resignation. TA to do this ALW to email postal address to Ralph. Exit from last meeting At last finance meeting there was a problem with the exit from the office on Moor Street. Both exits were blocked with Heras fencing, erected by the Glow Rooms Bar. TA wrote to Licensee outlining problem. TA received a reply from Glow Rooms - blocking-off will not be repeated	TA
2.	Minutes of Meeting held 9 July 2015 Action 3A – Action for CD No further progress has yet been made to install Wifi at HQ. All other minutes approved as accurate.	 151001 October Sub-Committee Meeting
3.	Matters Arising <ol style="list-style-type: none"> a. Monitoring of Expenditure. TA suggested that each line in the budget had a cost centre. b. Revaluation of Littledale and Silver Helme Activity Centres (plus Insurance) RS has been in contact with Fisher Wrathall in regard to the valuation for the insurance. The figures have been renewed with insurance using Unity Insurance (operated by Scout Association) RS gained info from Fisher Wrathall - Normally this is charged at £250 +VAT per but if we can wait it will be £195 + VAT c. Wi-Fi in District HQ No further action to report d. Group Accounts At this stage are minimal. e. Accountant Fees SC has been waiting for Lonsdale and Marsh. This has been priced at £720+ VAT (see SC email). Committee agreed to this. 	
4.	Membership of sub-Committee TA advised that he and SC have an idea of a potential member new member in mind but need to discuss with CD the District Commissioner.	

5.	<p>Review of Expenses Policies</p> <p>TA does not believe anything needs to change. Agreed mileage rate remains at 25p per mile. All agreed needs to go to the District Executive as a recommendation.</p>	
6.	<p>Treasurers Report – Report from SC (4th Nov)</p> <p>See attached document</p>	 151111 Treasurers Report (Finance).docx
7.	<p>Budget for Forthcoming Financial Year</p> <p>District (Excluding Activity Centres)</p> <p>After a long and detailed discussion the sub Committee agreed to propose the following budget for 2016 to the Executive at the meeting on 17th November:-</p> <p>District levy £36.50 made up of national fee £25.50, and proposed District levy for running expenses £10.50 plus Jamboree 50 pence. The projected expenditure is £24,850 and projected income £17,478. The treasurer was comfortable with the projected deficit of £7372 as this was roughly equal to the projected surplus in 2015</p> <p>Activity Centres including Fees Review</p> <p>All happy with Budget. Take to Exec Meeting Unable to increase to fees, come back next year with increase proposals. Add in Marketing budget (TS suggestion)</p>	 151111 Budget 2016.x
8.	<p>Explorer Scout Finance and Support Group Report</p> <p>See attached documents</p> <p>TS advised that the group met last Thursday (3 Nov). TS is Chairman. Tracy gave a detailed explanation of how finances are run, and the actions proposed to move forward.</p> <p>Next meeting is scheduled for January 2016. TS will send notes out to Finance sub-Committee.</p> <p>TS asked the committee for permission to open a bank account to receive monies for District Explorers particularly for small accounts. TS will collate details and provide a written proposal at the next meeting.</p> <p>Gift Aid TS also discussed gift aid. TA will review forms from TS against the HMRC documents.</p>	 reports of the meeting of the EFSG 5-11  Gift Aid declaration for Lonsdale.do  Gift Aid declaration for scout assoc

9.	<p>Review Document See attachment</p> <ol style="list-style-type: none"> 1. G 2. G 3. G 4. A 5. A 6. A 7. G 8. G 9. R Annual Accts less than 3rd 10. A 11. A 	
10.	<p>Draft Sharp Bequest Review Report See attached document. Agreed wording will be changed to say that if too many requests have been made groups will not be eligible for funds if they have had them in the previous year. TA to make amendments.</p>	 <p style="text-align: right; font-size: 2em; opacity: 0.5;">TA</p>
11.	<p>Lancaster Scout and Guide Shop – Draft Report of Meeting The draft report of a recent meeting was reviewed. It had been agreed £200 paid per month be paid to us as a contribution for the exclusive use of part of the premises. Other running costs are picked up at the end of the year. Much of the reported discussion was in relation to distribution of any surplus distributed.</p>	 <p style="text-align: right; font-size: 2em; opacity: 0.5;">TA</p>
12.	<p>Any other business</p> <p>NONE</p>	
13.	<p>Date of Next Meeting - 4 February 2016</p>	