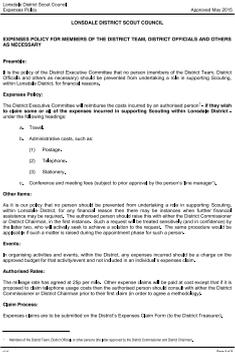


**Minutes of the Finance sub-Committee 11 November 2015 &.30pm District Scout Headquarters**

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

Apologies: None

1.	<p><b>Welcome and Apologies</b></p> <p>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.</p> <p>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</p>	TA
2.	<p><b>Minutes of Meeting held 9 July 2015</b></p> <p>Action 3A – Action for CD          No further progress has yet been made to install Wifi at HQ.          All other minutes approved as accurate.</p>	 151001 October Sub-Committee Meeting
3.	<p><b>Matters Arising</b></p> <p><b>a. Monitoring of Expenditure.</b>          TA suggested that each line in the budget had a cost centre.</p> <p><b>b. Revaluation of Littledale and Silver Helme Activity Centres (plus Insurance)</b>          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</p> <p><b>c. Wi-Fi in District HQ</b>          No further action to report</p> <p><b>d. Group Accounts</b>          At this stage are minimal.</p> <p><b>e. Accountant Fees</b>          SC has been waiting for Lonsdale and Marsh. This has been priced at £720+ VAT (see SC email). Committee agreed to this.</p>	
4.	<p><b>Membership of sub-Committee</b></p> <p>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.</p>	

5.	<p><b>Review of Expenses Policies</b></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><b>Treasurers Report – Report from SC (4<sup>th</sup> Nov)</b></p> <p>See attached document</p>	 <p>151111 Treasurers Report (Finance).docx</p>
7.	<p><b>Budget for Forthcoming Financial Year</b></p> <p><b>District (Excluding Activity Centres)</b></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><b>Activity Centres including Fees Review</b></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>	 <p>151111 Budget 2016.x</p>
8.	<p><b>Explorer Scout Finance and Support Group Report</b></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>	 <p>reports of the meeting of the EFSG 5-11</p>  <p>Gift Aid declaration for Lonsdale.do</p>  <p>Gift Aid declaration for scout assoc</p>

