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23 March 2021

To: Group Treasurers (direct by e-mail)
Group Chairs and Group Scout Leaders

SCOUT GROUP'S ANNUAL ACCOUNTS

For the past few years, I have written to remind Group Executive Committees of the requirement contained in Scouting's Policy, Organisation and Rules (POR) that Scout Groups keep accurate records of all monies received and expended and that, once scrutinized and approved by the Group Executive Committee, a copy of each Scout Group's Annual Accounts is submitted to the District. Indeed, it is a requirement of Charity Law that all charitable organisations (both registered charities and those classed excepted charities) maintain proper accounts and compile end-of-year accounts. All such charitable organisations are open to challenge by any member of the public in relation to their financial matters.

Group Annual Accounts Submitted Last Year

It is acknowledged that last year was a particularly challenging one, not-the-least in terms of the completion and scrutiny of Group accounts. My thanks to all those Group Treasurers who persevered to complete this annual requirement. Additionally, the data I extracted, from the accounts submitted, was most helpful during the year.

There are still a few Scout Groups that did submit accounts to me but without evidence of the scrutiny that is required. It would be appreciated if fully completed accounts could be forwarded to me as soon as possible.

Detailed Guidance - Annual Accounts

When accounts are prepared, they should include all monies received or paid on behalf of the Scout Group. For example, if Sections hold separate accounts these are to be incorporated into the Scout Group's Annual Accounts.

Lonsdale District Scouts

Headquarters: 3 Moor Street, Lancaster, LA1 1PR

President: Mrs Kath Bromilow MBE | **District Commissioner:** Mrs Mandy Sweet | **District Chair:** Dr Tony Andrews

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Registered Charity Number: 1027167

With much reduced activity in the current financial year, it is envisaged that there will be a significant reduction in the number of transactions [in the accounts]. As such, it should be easier for Treasurers to complete the necessary end-of-year actions.

Provided all the necessary information is included, when you compile the accounts, use whatever appropriate format suits your requirements. However, there is a suitable version that has been on the District website for several years (one formatted for electronic completion and the other for manual use) - there is a link at the bottom of this letter. This version has been based on the format recommended by Scout Headquarters (and indeed the Charity Commission). In addition to the summary of receipts and payments for the year, bank balances (at financial year-end) are to be shown. Please ensure that two trustees sign the accounts and that the Scrutineer's report is completed. If you forward the report electronically to me, please ensure that the trustees' and scrutineer's signatures are there.

I ask that the completed Annual Accounts (plus the Trustees' Report) are submitted to me either by post (to the address above) or electronically (e-mail address at the foot of the first page of this letter). This should be done within 14 days of your Scout Group's Annual General Meeting (AGM). Do not assume that either the DC or I will collect one at your AGM.

Annual General Meetings

Just a brief reminder: both the DC and I are ex-officio members of your Group Scout Council - so please keep us informed of the plans for your AGM. We look forward to receiving invitations in due course. There is now some useful guidance on organising AGMs (there is a link at the bottom of this letter) and indeed other matters relating to Group Executive Committees.

Last year both Mandy and/or I were able to attend many Group AGMs - made possible using the facilities of Zoom. It was good to make contact with so many, even though meetings were sometimes not fully representative of the Group Scout Council's membership.

Assistance

If you have any questions or require any assistance (in relation to the contents of this letter, or other finance or governance matters) please do not hesitate to contact me in the first instance.



Tony Andrews
District Chair

Link for finance resources:

<https://www.lonsdalescouts.org.uk/finance-grants/>

Link for AGM resources:

<https://www.lonsdalescouts.org.uk/annual-general-meeting/>