



10 May 2022

To: Group Chairs
Group Treasurers
Group Scout Leaders

SCOUT GROUP'S ANNUAL ACCOUNTS

For the past few years, I have written annually to remind Group Executive Committees of the requirement contained in Policy, Organisation and Rules (POR), of The Scout Association, that each Scout Group is required to submit a copy of their Annual Accounts to District (in our case to myself, as District Chair).

Indeed, it is a requirement of Charity Law that all charitable organisations (both registered charities and those classed as excepted charities):

- Keep appropriate accounting records such that, at any time, these will give a clear understanding of the financial state of the organisation.
- Prepare end-of-year accounts (which in the case of The Scout Association are either independently scrutinised or examined - depending upon the level of gross income for the year).

Note that any charitable organisation is 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, like the previous one, was a particularly challenging one in many respects. Our thanks are extended to all those Group Treasurers who persevered to complete this annual requirement. There are still a few Scout Groups who have yet to submit the requested accounts; I have recently been in contact with these directly.

Detailed Guidance - Annual Accounts

This year I have amplified the detailed guidance - now circulated, with this letter, as a separate document.

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 both look forward to receiving invitations in due course.

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

T: 01772 697480 | **E:** tony.andrews@lonsdalescouts.org.uk | **W:** www.lonsdalescouts.org.uk

Registered Charity Number: 1027167

There is 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.

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. Please ask sooner rather than later; there are several experienced people in the District who are available to offer guidance in relation to accounting matters.

Submission of Group Accounts

Group Annual Accounts can either be forwarded by e-mail (address at the bottom of the first page) or by mail to me at 61, Bluebell Way, Bamber Bridge, Preston, PR5 6XQ. If submitted by e-mail please make certain that the copy submitted has all the necessary signatures. The requirement [of POR] is that the submission of the accounts, to District, is to be within 14 days of the Scout Group's AGM. Do not necessarily assume that either the DC or I will collect a copy at your AGM.

A handwritten signature in black ink, appearing to read 'Tony Andrews', with a horizontal line drawn underneath it.

Tony Andrews
District Chair

Link for AGM resources is [HERE](#).