



旅團賬目－補充資料

為進一步了解旅團在資金管理方面的情況，由2007/08年度起，各旅團除了按香港童軍總會「政策、組織及規條」每年呈交經審核之賬目結算表給區總監外，另須提供旅團銀行賬戶、團費金額及銀行賬戶結算表等資料。此舉有助提高旅團在財政管理方面的透明度，實踐良好的機構管治。

請各旅團填妥夾附之2007/08年度旅團賬目補充資料表格，連同有關文件於2008年9月30日前呈交所屬區總監。

副香港總監（常務）

李家山



Group Accounts – Supplementary Information

All Scout Groups are required to submit audited statements of account to the District Commissioner pursuant to “Policy, Organisation and Rules” of Scout Association of Hong Kong. In order to have a better understanding of the administration of Group funds, Scout Groups are requested to submit supplementary information (e.g. details of bank accounts, bank statements, Group membership subscription amount, etc) from year 2007/08 onwards. This will enhance the transparency of Scout Groups’ financial management, thus putting good corporate governance into practice.

Regarding the supplementary information for the year 2007/08, please complete the enclosed form, and return it together with the relevant documents to the District Commissioner **before 30 September 2008**.

Garson LEE

Deputy Chief Commissioner
(Operations)

Scout Association of Hong Kong
2007/08 Group Accounts – Supplementary Information
(Please submit to the District Commissioner before 30 September 2008)

Region: _____ District: _____ Group Number: _____

1. Details of Group Bank Account(s)

(If the Group holds more than one bank account, details of all accounts must be provided. Please use separate sheet if the space provided is insufficient.)

Name of Bank	Account Number	Account Name <i>(in English block letters)</i>	Authorised Signatories*	Position in Scouting	Account Operation* <i>(e.g. Any 2 of the 3 authorised signatories)</i>
1.			(a) _____ (b) _____ (c) _____	(a) _____ (b) _____ (c) _____	
2.			(a) _____ (b) _____ (c) _____	(a) _____ (b) _____ (c) _____	
3.			(a) _____ (b) _____ (c) _____	(a) _____ (b) _____ (c) _____	
4.			(a) _____ (b) _____ (c) _____	(a) _____ (b) _____ (c) _____	

* *The account shall be operated by not less than two signatories, authorized by the Group Executive Committee (Rule 22i of “Policy, Organisation and Rules”).*

2. **Group Membership Subscription Fee**

	Subscription Fee (per person per month)	Other Fees (please give details)
Grasshopper Scout Ring	\$ _____	Item: _____, Amount: \$ _____
Cub Scout Pack	\$ _____	Item: _____, Amount: \$ _____
Scout Troop	\$ _____	Item: _____, Amount: \$ _____
Venture Scout Unit	\$ _____	Item: _____, Amount: \$ _____
Rover Scout Crew	\$ _____	Item: _____, Amount: \$ _____

3. **Details of Group Treasurer#**

Name: _____ (English) _____ (Chinese) Contact Number: _____ Email Address: _____

Correspondence Address: _____

The office of Group Treasurer may not be held by a Scouter of the Group and may not be combined with that of Group Chairman or Group Secretary (Rule 19iii of "Policy, Organisation and Rules").

4. **Bank Statement(s)**

(Please provide copy of the Group bank account statement as at 31 March 2008. If the Group holds more than one bank account, bank statements of all bank accounts must be provided.)

Copy of _____ set(s) of bank account statement(s) attached, _____ page(s) in total.

Name of Group Scout Leader/Scouter-in-charge: _____ Signature: _____ Date: _____