



---

## **Submission of Statements of Account by Scout Groups and Scout Districts**

*Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Operations Circular No. 02/2010 issued on 1 May 2010 with contents unchanged.*

This circular lists the submission requirements for statements of accounts by Scout Groups and Scout Districts.

### Scout Group

According to POR Rule 2.11.2 and 2.11.4, all Scout Groups are required to submit an annual audited statement of accounts and copies of all bank statements concluding the financial year to the District Commissioner not later than 30 June of each year. In addition, Scout Groups are required to provide further information on Group / Unit bank account and Group / Unit subscription fees, etc. for checking.

The templates of Annual Statement of Accounts and Supplementary Information Sheet are enclosed. Scout Groups are required to complete the forms and submit them with the required documents to the respective District Commissioners accordingly on or before 30 June of each year.

### Scout District

According to POR Rule 3.10.2 and 3.10.3, all Scout Districts are required to submit an annual audited statement of accounts (as at 31 March), which has been approved at the Annual General Meeting, and copies of all bank statements to the Regional Commissioner not later than 30 June of each year.

Scout Districts should follow the aforesaid requirements and submit the statements to the respective Regional Commissioners accordingly.

Wilson LAI  
Deputy Chief Commissioner  
(Operations)