



Guidelines for managing Scout Group Finance

Pursuant to the circular re-categorization with effect from 1 January 2018, this Circular substitutes Operations Circular No. 01/2012 issued on 15 June 2012 with contents unchanged.

Introduction

Nowadays, Scout members, parents, Group scouters and public are intensely concerned about the financial management of Scout Groups, such as how to use the funds raised and income received from members. Hence, Scout Groups should manage the Group's finance carefully and in ways that are transparent and accountable, otherwise, the integrity of the concerned leaders would be question and the Association's reputation would be damage if the scout groups could not justify the use of funds clearly.

In view of corporate governance, the Association Headquarters (AHQ) provides this "Guidelines for managing Scout Group Finance" for all Group scouters and representative of Group Sponsor to observe and abide by. The Guidelines shall read together with the Rules 2.11 "Group Finance" of the Scout Association of Hong Kong "Policy, Organisation and Rules" as well as the financial guidelines issued by the respective Scout District, Region or Finance Branch of AHQ.

Points to note

1. Scout Group may collect subscription fee or other charges from Scout members to support the group's basic operation, such as administration fee, rent, rates, and addition of equipment for Sectional unit meetings/activities etc. However, Scout group shall not collect a lump sum amount of subscription fee or deposit or guarantee deposit from newly joined members.
(Remarks: Scout members are required to pay Membership Subscription to AHQ. Currently, AHQ levies the Membership Subscription from the sales of Membership Badge instead of collect money from Scout members directly.)
2. Scout Group may supply member uniform accessories, such as Group Scarf and Group Badge etc at cost or a reasonable price.
3. The setting of group subscription fee and charges amount shall base on the group's actual needs, the amount shall not set too much and the money shall not collect too early. It is not appropriate to collect subscription fee / charges for a quarter or even 6-months. Each Sectional Unit may maintain a cash account. If such an account is maintained, the Leader of the Sectional Unit is responsible for producing a proper statement of cash balance and supporting payment receipts.
4. In case of involving large amount of monies collected, such as participant fee of Jamboree or overseas activities, the Group Scouters shall request Scout member or their parent to pay by Cheque or bank to the Group's bank account to avoid leaders of sectional unit to handle large amount of cash. Official receipts shall be issued by Scout Group and receipt books shall be kept properly for audit.

5. Normally, Group Scouters shall segregate money for Scout Groups from personal account, and bank the money received promptly.
6. In no case can cash/cheque be banked into personal account.
7. The Group's Bank account, including current account or saving account, shall be operated by not less than two signatories authorized by the Group Council, or the Group Scouters' Meeting (resolution should be recorded on the meeting minutes). One of the authorized person shall be the Group Treasurer. Blank cheque book shall be kept property and cheque should under no circumstance be pre-signed.
8. The Group Treasurer shall be held by a Warrant Leader in the same Group and the offices of the Group President, the Group Chairman, the Group Secretary and the Group Treasurer shall not be combined. Scout Group may appoint a Scout member's parent as the Group Treasurer. If the Group Council is absence, Group Scouters' Meeting shall appoint a scouter to perform the Group Treasurer's duties.
9. Scout Groups are required to keep proper books of accounts and statements of accounts, including payment voucher, receipt voucher, cash books, cheque books, saving account passbook, journal and general ledger etc. Books and Statements of accounts shall be preserved for not less than seven years from the date of the last entry.
10. In order to ensure the safekeeping and proper use of funds, the representative of Group Sponsor shall check the Group finance regularly. Therefore, the Group Scout Leader/Scouter-in-charge shall circulate this Guideline to the representative of Group Sponsor for information. For enquiry, please contact the respective District Commissioner directly.
11. Scout Groups are required to submit an audited statement of accounts annually not later than 30th June of each year to District Commissioner. The Auditor, appointed at the Annual General Meeting of the Group Council, shall be an independent and competent person but need not be a qualified public accountant.
12. Fund raising activities shall only be organised after obtaining written approval from the District Commissioner.



Wilson LAI
Deputy Chief Commissioner
(Operations)