

**Summary & Index (1.01)**

**Summary**

The County Executive Committee (CEC) has approved a number of procedures and policies which members of the County Team are required to follow in order to ensure that the Berkshire County Scout Council (BCSC) discharges its duties with respect to the policies of The Scout Association and the requirements of the Charity Commission.

These procedures and policies are updated and approved by the CEC as required and on an annual basis.

It is the responsibility of each line manager to ensure that those volunteers they lead are fully aware of these procedures and policies which are available on the Berkshire Scouts website under "Document store".

Section 3 includes documents designed to support Districts & Groups.

**List of procedures, policies, and guidelines (Index)**

1.01 Index (this document) [v12; 2 April 2019]

**1 Finances**

- 1.02 Financial controls [v04; 19 January 2016]
- 1.03 Purchase cards [v07; 19 January 2016]
- 1.04 **Blank**
- 1.05 Purchasing [v04; 16 December 2015]
- 1.06 Investments [v02; 16 December 2015]
- 1.07 Reserves [v03; 6 January 2016]
- 1.08 Expenses [v05; 15 December 2015]
- 1.09 Finance approvers [v03; 19 January 2016]
- 1.10 Expenses claim form [v05; 10 October 2016]
- 1.11 Roger King International Fund [13 November 2018]

**2 General**

- 2.01 County plan 2017–19 [v08; 10 September 2018]
- 2.02 Approval of events/activities [v06; December 2018]
- 2.03 Line Manager Events checklist [v06; December 2018]
- 2.04 CAAC guidelines [March 2016]
- 2.05 Data Protection policy [September 2018]
- 2.06 Register of Data Processors [September 2018]
- 2.07 Privacy Statement [September 2018]

*cont (Districts & Groups)*

### 3 Districts & Groups

3.01 District AGM template [v03; 6 January 2019]

3.02 Group AGM template [v03; 6 January 2019]

3.03 Group Trustee checklist [v03; 9 November 2018]

List last modified 2 April 2019