

Financial Controls (1.02 v04)

Summary

The County Executive Committee (CEC) has approved a number of Procedures and policies which involve financial controls which members of Berkshire Scouts 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 and the Law.

These financial controls are updated and approved by the CEC as required and on an annual basis. On an annual basis the CEC reviews the effectiveness of these Financial Controls.

Financial Controls

Control	Description	Notes
1	All expenditure is made within the framework of an approved budget.	This is approved by the CEC in the Autumn of the preceding year to facilitate the setting of the County membership fee.
2	All income is received by the County Treasurer, or appropriate Event Treasurer, via the County Office.	
3	Trustees are kept informed with regular information about the financial performance of BCSC at bimonthly CEC Meetings.	
4	The Trustees discuss the financial performance in the light of the data presented at bimonthly CEC Meetings.	
5	The Trustees review the financial risks to which BCSC is exposed to at bimonthly CEC Meetings as part of the Reserves policy (1.07).	
6	The Finance sub-committee (FSC) advises the CEC for final decision making.	
7	The accounts are presented at the Annual General Meeting of BCSC for formal approval.	
8	There is an induction training process for new Trustees following the Annual Meeting.	
9	The Trustees aim to file the Annual Report & Accounts on time and there is a timetable to ensure this.	
10	There is a Finance sub-committee (FSC) and its terms of reference are approved by the CEC.	
11	BCSC has a Reserves policy (1.07) approved by the CEC.	
12	BCSC has taken steps involving both software and hardware to protect its data and systems from external interference.	Much of the data is stored with shared responsibility with The Scout Association
13	BCSC receives relatively few donations directly, most are in connection with specific activities and there is no evidence of the need for a register of interests.	

14	Post is received in the County Office and incoming cheques and cash are recorded immediately.	
15	In general BCSC does not normally undertake public collections.	
16	Financial Records are maintained for each fundraising and charitable action event and reviewed by the CEC. The CEC for each event appoints a Trustee as the link between the CEC and the event.	
17	BCSC seeks to maximise the lawful take-up of gift-aid and encourages associated Districts and Groups to do the same. Where such gift-aid is claimed by BCSC records are maintained as required by HMRC.	
18	Substantial donations are reviewed by the CEC at its bimonthly Meetings.	
19	BCSC undertakes activities as part of specific events. In such cases, the CEC puts financial controls in place to ensure that such activities lie within the standards and objectives of BCSC.	
20	BCSC has a Purchasing procedure (1.05).	
21	Electronic payments are authorised by at least 2 authorised Trustees.	
22	BCSC has a Purchase card procedure (1.03).	
23	BCSC has an Expenses and claims procedure (1.08).	
24	The approval of purchases and expenses is made by authorised persons (1.09).	
25	Adjustments to bank accounts and electronic transfers are made by authorised persons (1.09).	
26	BCSC makes grants in specific areas and where appropriate has established committees with defined terms of reference to undertake this work. These regularly report to the CEC.	
27	BCSC does not employ staff.	
28	BCSC does not own freehold or leasehold property.	
29	Contracts that BCSC enters in to are reviewed regularly by the CEC.	
30	An Asset Register is maintained and reviewed annually. Newly purchased items are delivered to the County Office to ensure they are entered in the Asset Register. Insurance of these items is reviewed annually.	
31	BCSC has an Investment procedure (1.06).	
32	BCSC has a Financial controls checklist (1.02).	
33	BCSC has an Approvers procedure (1.09).	
34	BCSC currently has no permanent endowments.	