

Event Treasurer guidelines (2.11 v03)

Summary

This document describes the procedure for appointing Event Treasurers and provides important guidelines for the role.

Appointing an Event Treasurer

01. The appointment of an Event Treasurer must be approved by the County Executive Committee (CEC) before any aspects of the role can be started. The appointment will be made on the recommendation of the Finance & Risk sub-committee (F&RSC).
02. The Event Treasurer must hold a full Scouting appointment with all essential requirements in place, eg: DBS and GDPR. It is also desirable that the Event Treasurer is familiar with Scout event/activities.
03. The Event Treasurer will have relevant finance experience and/or qualifications for the event turnover. The level of experience and/or qualifications will be agreed with the F&RSC as part of the appointment process.
04. For larger events the Event Treasurer should be a dedicated role, ie: the Event Treasurer should not have other roles in the event that restricts the time available for managing and monitoring finances.

Accounts

05. The F&RSC will determine which county account will be used for the event.
06. Event bank accounts cannot be opened by event organisers without the express permission of the CEC.
07. Personal bank accounts must not be used for purposes of the event.
08. Being an Event Treasurer does not necessarily mean being a signatory to the account. The normal process is for the Event Treasurer to have access to Xero reports to manage the account via the County Office.
09. The format of keeping and publishing the event accounts must be agreed with the County Treasurer at the start of the process.
10. A final statement of accounts must be submitted within an agreed time period following the event. This is usually the following end of the financial year (end of March).

General guidelines

11. Budgets and cash flow for the event form part of the "Approval for events/activities". See procedure document 2.02.
12. Clear records of all transactions must be kept at all times. These records can be requested by the County Treasurer at any time during the planning of the event and during the post period of the event prior to final accounts being submitted.
13. Online banking transactions should be used wherever possible.
14. Invoices and transactions should be paid via the County Office wherever possible and reasonable notice and time should be given.
15. Time limited county credit cards may be issued for the event if deemed appropriate. See procedure document 1.03.

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16. Receipts must be kept for all transactions. Where no formal receipt is available a note signed by both parties in the transaction must be used.
17. Cash handling and transactions should be kept to an absolute minimum.
18. Where cash handling takes place the cash amount must be counted at the handover and both parties sign a "handover slip" and receipt.
19. Cash and cheques must be paid into the appropriate account as soon as possible and not kept in personal possession for longer than necessary.
20. Cash (including foreign currency) at the event, eg: camp, should be kept as secure as possible and large amounts dispersed amongst members of the Core Team. (See point 18 above).
21. Any substantial financial discrepancy must be reported to the County Chair and County Treasurer as soon as the discrepancy is noticed.

Other relevant Berkshire Scouts procedure documents

- 1.02 Financial controls.
- 1.03 Purchase cards.
- 1.05 Purchasing.
- 1.08 Expenses.
- 1.09 Finance approvers.
- 2.02 Approval of events/activities.

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