

Sub-Committee Financial Limits

(dated Apr-23)



Date Created
Date Adopted by Trust Board

Apr 2023

Responsibility
Review Date

Finance Sub-Committee

Sub-Committee Finances:

To aid the management of the District the District Trustee Board may authorise the operation of a separate bank account held in the name of a specific sub-Committee. These accounts must be operated by the Treasurer and Chair of the respective sub-Committee along with at least one other member of the Committee, requiring two signatories for all expenditure (as per The Scout Association's Policy, Organisation and Rules document).

Where an account is approved for operation as a matter of good practice, the District Treasurer must be authorised to operate the account. The requirements relating to the operation of any accounts held by a sub-Committee are identical to those detailed (under financial management) for accounts held in the name of the District. Only one account should be held by a Sub-committee with any surpluses funds invested via the District.

All funds administered and held by the respective sub-Committee are District funds. As such these funds come under the overall responsibility and management of the District Trustee Board and in particular the District Finance Sub-Committee.

To ensure best practice the Treasurer responsible for the management of these accounts must ensure that a statement of account (supported by bank statements and any other requested relevant documentation) is submitted to the Chair of the District Finance Sub-Committee no less than every 3 months (31st March/30th June/ 30th September/31st December) for presentation to the District Trustee Board meetings.

Additionally, the Treasurer must make every effort to ensure that a final set of accounts are forwarded to the District Treasurer within 1 month of the end of the financial year for inclusion into the District Accounts. The consolidated accounts will be independently examined or scrutinised centrally by one nominated individual. The Treasurers administering the funds for an individual sub-Committee must inform the District Treasurer, District Chair and District Commissioner immediately in the event of any financial irregularities or any other concerns relating to the finances.

An annual budget should be prepared by each sub-committee and reviewed by the District Trustee Board.

District Trustee Board approval will be sought for any individual or "grouped" expenditure in excess of the following:

Olympia HQ: £500 (to include capital/significant repair items)
Tamarak Campsite: £500 (to include capital/significant repair items)