

Scouts Canada - Prairies Services  
**Financial Reporting Guide**

## Introduction

The Group Committee provides a variety of types of support to Sections, their Scouters and Participants.

Though not intended to teach bookkeeping, this guide provides some best practices for financial reporting.

## Purpose

As members of a not-for-profit organization, we are responsible to ensure that all monies that go in and out of our hands are appropriately handled and documented.

## Action Items by Group

- Provide to Council a summary of their Group's financial transactions of the previous Scouting year.
- Before submission, the summary report as well as all of the related records, invoices and receipts are reviewed by two people who are not signing authorities on the accounts.

## Goals of the review

- Verification that Group has and uses appropriate controls
- Multiple signing authorities
- Receipting for money received
- Cheque requisition with receipts for money paid out
- Basic accounting record keeping
- Verification of mathematical calculations
- Detection of grossly fraudulent activities (if applicable)

*Reviewed Financial reports are due by 30 November of the following Scouting year.*

*(i.e. 2015-16 reports are due before the end of November of 2016)*

Completed reports should be sent to:

Scouts Canada – Northern Ontario Council

1345 Baseline Rd.

Ottawa, ON K2C 0A7



Group \_\_\_\_\_

## ANNUAL FINANCIAL STATEMENT

September 1, 20\_\_\_\_ to August 31, 20\_\_\_\_

	BUDGET	ACTUAL	
Bank Account Balance			To Group Committees:  This information is collected to comply with <i>Bylaw, Policies and Procedures</i> and with applicable provincial and federal legislation.
Investment Value			
<b>REVENUE</b>			
Registration Fees Collected			Notes: 1. Attach an inventory of equipment 2. Indicate if your equipment insured for fire, theft, or vandalism. 3. Attach a schedule of real property.
Donations			
GST Refunds			
Interest Earned			Group Account Signing Authorities (names) _____ _____
Fundraising Revenue (list fundraisers)			
Scout Popcorn			
_____			
<b>TOTAL REVENUE</b>	r	R	
<b>EXPENSES</b>			
Registration Fees paid to Council/National			To the best of our abilities, we the reviewers believe that this report fairly represents the results of financial transactions and the financial position of the Group for the period ended August 31, _____
Rent			
Equipment purchases			
Assistance to Youth			
Assistance to Adults			
Other Assistance			
Volunteer Training			
Bank Charges			
Section expenses			
Beaver Scouts			
Programs			
Supplies			Signature _____
Events			
Cub Scouts			Name (please print) _____
Programs			
Supplies			Signature _____
Events			
Scouts			Name (please print) _____
Programs			
Supplies			Signature _____
Events			
Venturer Scouts			Name (please print) _____
Programs			
Supplies			Signature _____
Events			
Rover Scouts			Name (please print) _____
Programs			
Supplies			Signature _____
Events			
Other Expenses			
<b>TOTAL EXPENSES</b>	e	E	
<b>EXCESS OF REVENUE OVER EXPENSES</b>	r-e=	R-E=	Name (please print) _____
<b>TOTAL CASH, BANK, &amp; INVESTMENTS AT AUGUST 31</b>			<i>Neither signatory to the statement can be a signing officer on the accounts.</i>

This is a basic template for financial reporting.

It's not meant to give all the small details of your Group's spending but instead provides an overview of where the money came from and where it went over the past year.

The template (in two formats) is available on <http://prairies.scouts.ca>

Your Group doesn't have to use this form, but should include the same basic information.

- Starting and end bank balances
- Fee, donation and other revenue totals
- Totals for General Group and Section expenses
- List of signing authorities
- Names and signatures for two independent signing authorities who reviewed the detailed records and the summary report.

Although your Group's annual Financial Statement is a summary, all financial records are to be provided to the reviewers.

#### Documents Required for Financial Recording, Reporting and Reviewing

- Financial Statements with notes
- Copy of general ledger / detailed transactions
- Monthly bank statements and reconciliations
- Monthly investment statements (if applicable)
- List of financial controls (Group financial policies and procedures)
- Evidence of receipts for expenditures (photocopies accepted)
- Invoices for revenues/sales
- Registration records reconciled to enrolment with myscouts/Service Centre

## **Roles**

- Group Commissioner - responsible for the overall health of the Group.  
To help ensure the success of the Group, the GC recruits a team of at least two other people – one of whom will be the Group Treasurer.
- Group Treasurer - doesn't have to be a professional accountant, but should be able to keep accurate financial records and provide clear financial statements.

## **Financial Duties of the Group Committee**

(Primarily the Group Treasurer)

- Helps Section volunteers prepare annual budgets
- Prepares the annual Group budget with input from Sections and the Group Committee
- Ensures that the spending of the Group and its Sections do not exceed the Group's available funds
- Assists with the Group's fundraising including advising on targets to meet Group financial needs
- Arranges for insurance for Group equipment and property
- Keeps a record of all the Group's financial transactions
- Prepares financial statements and provides reports at monthly Group meetings
- Regularly reviews Section financial records
- Prepares annual financial report
- Arranges an annual audit of Group financial records by two independent reviewers
- Submits reviewed annual financial report to the Group Commissioner to be forwarded as part of the Group Annual Report to Council

Reference:

Scouts Canada *Bylaw, Policies and Procedures* Section 11000 – Financial and Fundraising Procedures.

## **Key Information**

### **Fiscal Year**

Scouting program and financial year runs from September 1 to August 31 of the following year.

### **Bank Accounts**

- Funds are to be held in a bank, credit union or company trust account.
- Accounts must be under the name of "Scouts Canada – [the Group/Section]".
- Cheques must have two signatures; accounts should have at least three signing authorities.
- Account information must be provided to Scouts Canada's National Finance Department and updated if banks/account change. (For how-to, contact the Service Centre.)

## Group Financial Procedures

Groups make their own decisions regarding:

- Where to bank
- Who will be signing authorities on the account(s)
- What expenses will be reimbursed
- How expenses will be reimbursed
- How funds needed for program will be raised and controlled
- How funds will be invested

These decisions should be documented in writing.

## Donations

- For the giver to receive a Charitable Tax receipt, donations must be:
  - Made payable to “Scouts Canada”
  - Sent to the Service Centre
  - Processed through the Council books to comply with the Canada Revenue Agency (CRA) requirements
  - Donations to be processed through the Service Centre should come with an indication of the Group to receive the funds.
- Groups are encouraged to send thanks to donors upon receipt of donations.

## Insurance

- Groups with property (i.e. buildings, land) and/or vehicles are required to hold appropriate insurance.
- Groups with equipment may choose to “self-insure” by budgeting funds for replacement of equipment.

## Best Practices

- All funds received by the Group should be deposited to the account as soon as possible after receipt.
- Invoices or cheque requisitions detailing what the money is for should be provided prior to the issue of a cheque.
- People should not sign cheques payable to themselves (nor members of their households)

Whenever possible...

- Funds received (especially when in cash) should be held in the control of two committee members until they can be deposited.
- Receipts should be issued for funds paid to the Group (or Sections) especially when paid in cash.
- Purchases and reimbursements should be by cheque. (Groups should avoid cash advances.)