



It starts with Scouts.

TO: Group Commissioners, Group Treasurers
CC: Area Commissioners, Area Treasurers, Area Support Managers
FROM: Ron Kappert -Deputy Council Commissioner, Group Support
SUBJECT: **Group Financial Review for September 2013 – August 2014**
DATE: January 03, 2015

Scouts Canada has clear policy statements and regulations regarding financial record reviews published in the "[By Law, Policies and Procedures](#)" [Section 11000 - Financial and Fundraising Procedures](#). Quebec Council is required to provide Financial Statements to the National Council, and now must collect Financial Statements from each Group within the Council.

Good accounting practices require that every Group perform a review of its financial records annually. This protects everyone connected with money in the Group and Sections. Please note that Section accounts (if applicable) must be reviewed and reported to the Group Committee.

The Council is not asking Groups to perform an Audit, which is onerous; rather, we require that each Group perform a "Financial Review". The steps in conducting a Review are fairly simple and most Groups should have no problems in meeting the requirements.

We estimate that the Review should be completed within 2 to 4 hours for a typical Group.

Steps to perform a Group Financial Review:

- 1. Group selects someone to conduct the Financial Review.**
The person selected to perform the Review must be independent (i.e. not a member of the group). Someone familiar with bookkeeping can perform this review. Accountants or Auditors would be a good resource if available.
- 2. The Group Treasurer turns over all financial records for the Group and Sections to the Reviewer.**
The records include all group and section financial record books, bank statements, cheque stubs, and petty cash balances, receipts, etc. This includes all special accounts
- 3. The Reviewer completes the Review of the Group.**
The Reviewer must be assured that the record books show a fair picture of the Group finances.
- 4. Complete the financial statements.**
Fill in the blanks on the [Group Financial Review Report \(if you are not using your own system\)](#) based on the information from the Review and the financial record book(s). The Record Books(s) and financial information must support the Financial Statement. Copies of the supporting records do not need to be included with the statement.

5. Publish the financial statements for the Group Committee.

The **Group Treasurer** should then publish the financial statements for the Group Committee. The Reviewer maybe asked to attend a Group Committee meeting to answer any questions or the Group Treasurer may present the statements instead.

6. The Reviewer returns all financial records back to the Group Treasurer.

7. Forward Financial Review Statements to Quebec Council

Financial Review Statements are normally due by the end of September as the fiscal year ends on August 31. The **Group Treasurer** must have the review completed and the Financial Statements published and sent **(by April 30, 2015)**,

Group Financial Review Report

Click [Group Financial Review Report](#) to obtain the excel document or contact Quebec Council

1. Definitions
2. Checklist
3. Income Statement – Revenue
4. Income Statement – Expenses
5. Income Statement – Community Gaming Grant
6. Balance Sheet

If the Group Treasurer or the Reviewer has any questions or concerns, please contact Quebec Council

We thank you for your attention to this important matter.