

Suffolk County Scouts – Finance Policy

1. Foreword

This policy is informed by guidance provided by the Charity Commission's *Trustee Finance Toolkit* (published 2025) <https://beingacharitytrustee.campaign.gov.uk/trustee-finance-toolkit> and Scouts' PoR <https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/#5.7>

2. Personnel

The Board of Trustees will include a County Treasurer who will have responsibility for overseeing all financial accounts and is accountable to the Board of Trustees.

All trustees have a responsibility to ensure that the various accounts are run properly and in accordance with this policy from time to time in force, however each account does have a responsible person charged with overseeing that account who is accountable to the County Treasurer.

3. Accounts for which the Board of Trustees are responsible

Principal Accounts	Bank
Suffolk County Scout Council Main Account (Current)	Barclays
Suffolk County Scout Council Savings Account	Barclays
Suffolk County Scout Council Events 1 (Punch)	Barclays
Suffolk County Scout Council Events 2 (County Programme)	Barclays
Suffolk County Scout Council Development	Barclays
Suffolk County Scout Council International (Roverway)	Barclays
Suffolk Scouts World Jamboree	Barclays
Other Accounts	
Bradfield Park Scout Campsite	Barclays
D of E Account	Barclays
Suffolk County Climbing Team T/AS CMAT	Barclays
Suffolk Scouts Water Activity Account	Barclays
Suffolk Scouts SWACOB	Lloyds
Training Team Account	Barclays

All of the accounts (Principal and Other) operate on the basis that 2 people are required to sign off any transaction. Signatories include:

- i. County Treasurer (all accounts)
- ii. County Administrator
- iii. County Lead Volunteer
- iv. County Chair

4. Routine financial management

In order to monitor the County's financial status, at each of the 4 quarterly (March, June, September, December) meetings of the County Board of Trustees, the trustees will receive a written and verbal report from the County Treasurer covering the previous 3-month period which will include reference to:

- i. Income
- ii. Expenditure
- iii. An analysis of spend over the financial year to the date of the relevant Board meeting assessed against the approved budget
- iv. Reserves

Supported by

- i. A recent overview statement of Accounts
- ii. Monthly statements for the period covered for the Suffolk County Scout Council Main Account (Current) and Suffolk County Scout Council Savings Account
- iii. A bank statement for every other account for those specified in paragraph 3 and any others opened for which the County Board of Trustees has responsibility

All accounts shall be audited by an external auditor on an annual basis in accordance with POR prior to the County AGM. For the purpose of auditing all accounts are consolidated.

The County Auditor is currently Ian Brookman, Pakenham Accounting & Consultancy (as recorded in the Annual Report). The Board of Trustees will make recommendations to the County Scout Council's annual general meeting concerning the appointment of a County Auditor.

5. Key financial matters

Other financial matters will be addressed as follows.

Quarterly meeting	Issue
March meeting	Review of County Administrator's salary
June meeting	Financial risk (County Risk register)
September meeting	Presentation of accounts at County AGM Setting the County membership subscription
December meeting	Budget meeting for following financial year Review of Reserves Policy

6. Budget Holders and Budget Setting

For the effective financial management of Suffolk County Scouts, the County Board of Trustees may delegate day-to-day responsibility for specific areas of expenditure to nominated individuals or teams, referred to as Budget Holders.

All Budget Holders act under the authority of, and are accountable to, the County Board of Trustees through the County Treasurer. Ultimate responsibility for all County finances remains with the Board of Trustees at all times.

Budgets shall be set annually through a formal budget setting process. No Budget Holder shall have an automatic entitlement to funding from one financial year to the next.

Each Budget Holder must submit a written budget proposal for the forthcoming financial year to the County Treasurer **by 30 October** each year. Budget proposals will be considered as part of the County Board of Trustees' December meeting, at which the annual County budget will be agreed.

Budget proposals must be reasonable, proportionate, and aligned to the charitable purposes of Suffolk County Scouts. Proposals should include:

- i. The total funding requested
- ii. A summary of planned activities, events, or operational needs
- iii. An outline of anticipated expenditure
- iv. Where appropriate, details of expected income or cost recovery

Once approved, Budget Holders are authorised to incur expenditure only within the limits of the agreed budget and in accordance with this Finance Policy and any other relevant County policies.

Budget Holders must not commit the County to expenditure that exceeds their approved budget or departs materially from the agreed purpose without the prior approval of the County Treasurer and the County Chair. Significant changes or additional funding requests must be referred to the County Board of Trustees for approval.

The County Treasurer will monitor expenditure against approved budgets and report to the County Board of Trustees in accordance with the routine financial reporting cycle and POR.

7. Reserves policy

The reserves policy for Suffolk County Scouts is set at £50,000 plus one year's approved budget expenditure. The policy will be reviewed annually by the County Trustee Board at its first meeting following the County annual general meeting.

Use of any part of the County reserve will require the specific approval from the Board of Trustees following a meeting of the Board. Any call on reserves must be supported with a report detailing the background and reason/s for the call on reserves.

8. Grants

The Board of Trustees will give due consideration to applications for financial support in cases of economic need, subject to the terms of the Suffolk Scouts' Inclusion Fund, only upon recommendations of the County's Inclusion Fund Grants Awards Panel.

The following additional information is also available:

- i. Terms of reference for the Suffolk Scouts Inclusion Fund Award Panel
- ii. Fund raising instructions
- iii. Suffolk Scouts inclusion fund quick guidance
- iv. Suffolk Scouts - Donor Declaration (Adult)
- v. Suffolk Scouts - Donor Declaration (Young Person)
- vi. Suffolk Scouts Inclusion Fund – Adult Financial Support Application Form
- vii. Suffolk Scouts Inclusion Fund – Young Persons' Financial Support Application Form

9. Events

The County will offer financial support for County events only in accordance with the County Events' policy.

10. Expenses

Trustees, volunteers and employees of Suffolk County Scouts may claim reasonable out-of-pocket expenses incurred wholly, necessarily and exclusively in the course of carrying out their County-level role.

All expense claims must:

- i. Relate directly to approved County activities or responsibilities
- ii. Be submitted promptly via email to the County Treasurer
- iii. Be supported by appropriate receipts or other evidence of expenditure

Expense claims must be authorised by the relevant budget holder.

No payment will be made unless it has been authorised in accordance with this policy and released by a second authorised signatory in line with the County's banking arrangements.

Any individual expense, or related series of expenses, exceeding £250 must receive prior approval from the relevant budget holder before the expenditure is incurred.

Mileage may be claimed for approved County business travel and will be reimbursed at the rate of 32 pence per mile.

The County Treasurer may refuse or query any claim that does not comply with this policy or with the principles of financial control set out in POR.