

**SCOUTS CANADA  
STANDARD OPERATING PROCEDURES**

**SECTION 11000 – FINANCIAL AND FUNDRAISING PROCEDURES**

**11000.1 – INTRODUCTION**

This policy is derived from “Scouts Canada – Fundraising Programs” which was approved by the Executive Committee of the Board of Directors in March 2001.

Scouts Canada exists for the youth of Canada and all fundraising must be conducted for the sole purpose of fulfilling the mission of the organization. In making its programs available to youth, the organization is providing a valuable service to the community and has the right to seek financial support from the community in return.

The spirit of the movement requires that, as far as possible, funds raised for Scouting purposes shall be earned. The use of endorsed programs ensures that viable financial benefits will accrue to the organization, that brand / image risks are addressed and that fundraising activities are consistent with the mission and values of the organization.

Accordingly, all fundraising activities must be approved and conducted within the policies and procedures of Scouts Canada.

**11000.2 – DEFINITION**

A fundraiser includes an approved product or service that is provided in exchange for funds received. The corporate fundraisers are those products or services that have been endorsed by the Executive Commissioner & CEO, in consultation with staff and volunteers, and generally provide financial support to all levels of the organization.

**11000.3 – POLICY GUIDELINES**

- (i) Within the general framework set out above, Scouts Canada will undertake a limited number of corporate fundraising programs each year.
- (ii) All fundraising activities must be approved and conducted within the framework of the policies and procedures of the organization (e.g. financial accountabilities, use of trademark / brand, etc.)
- (iii) Fundraising and the revenue that is generated should be accounted for as described in the Council Financial Responsibilities and Reporting requirements.
- (iv) All funds raised for Scouting and/or in the name of Scouts Canada must be used for Scouts Canada purposes only.
- (v) Members in uniform, or otherwise representing Scouts Canada, are not permitted to assist other organizations in raising funds.

- (vi) Due regard must be given to the effect which the method of fundraising may have on the reputation, integrity and goodwill of Scouts Canada.
- (vii) Methods of fundraising used by groups must be compatible with the values, goals and ideals of the group sponsor.
- (viii) Where Scouts Canada receives financial support from United Way / Centraide (or similar organizations) whole hearted cooperation must be given to that organization.
- (ix) The endorsement of any commercial product or service requires the approval of the Executive Commissioner & CEO.
- (x) Fundraising activities may include a provision that the proceeds of the fundraiser may be shared with other levels of the organization.

#### **11000.4 – POLICY ORGANIZATION**

In recognition of the fact that fundraising represents a source of revenue required to support ongoing operations of sections, groups, councils and the corporation, the Executive Commissioner & Chief Executive Office holds overall accountability for fundraising activities.

#### **11001 – FUNDING PRINCIPLES**

- (i) Scouts Canada exists for the youth of Canada and all fundraising will be conducted for the sole purpose of fulfilling the Mission of the organization. All fundraising activities will be conducted within the Policies and Procedures of Scouts Canada.
- (ii) In funding Scouting, due regard must be given to the effect which the method to be used might have on the reputation, integrity and goodwill of Scouts Canada. Methods of fundraising used by each local Scout Group shall also be compatible with the goals and ideals of the sponsor.
- (iii) The funding of Scouting will come primarily from members through membership and user fees. To the fullest extent possible, supplementary fundraising activities will be conducted in a value-added manner. Scouting provides a significant service to the Canadian Community and therefore, is justified in seeking charitable financial support from the community.
- (iv) The strength of Scouting is at the local community level and all funds raised will accrue to the benefit of our members. The cost of services and materials provided by senior Councils must support the membership, and any funds raised by these Councils must also support the membership by way of a contribution toward expense, a contribution toward membership fees, or additional program activities.
- (v) Each fundraising activity will be conducted at the most effective and efficient level of the organization for that type of activity. For maximum efficiency and effectiveness, all fundraising activities will be performed in a collaborative and cooperative manner without competition among Councils and the various levels of the organization.

- (vi) The cost of operating Scouts Canada will be funded by a membership assessment. This assessment can be reduced by fundraising activities conducted by Scouts Canada in accordance with these Funding Principles and Guidelines.
- (vii) All requests for funds should clearly state the purpose for the funds.
- (viii) Each level of Scouting shall share in the cost of services and materials provided by senior levels. Such senior levels shall be accountable for the use of funds and assets to the support level that provided them.

**11002 - GROUP FINANCIAL RESPONSIBILITIES AND REPORTING REQUIREMENTS**

The Group Commissioner has the overall responsibility for the group, including the group's finances. To ensure that the group's finances are well managed and accounted for, the Group Commissioner recruits a treasurer for the group. The treasurer assumes the responsibilities as described in the treasurer's position description in B.P.&P., Section 4000.

The treasurer plans, budgets, records, maintains and reports on the financial affairs of the group and ensures that they are compliant with Scouts Canada's Policies and Procedures.

**11003 – FINANCIAL PROCEDURES REGARDING GROUPS**

- (i) Scouts Canada's fiscal year is September 1 st through August 31st.
- (ii) As a non-profit organization, a basic principle is that any and all activities, events or operating expenses be undertaken and organized (budgeted) in such a way that financially, they do not create a deficit.
- (iii) All groups must submit an annual financial statement to the Council by November 30. Prior to submission, this will have been subject to an impartial third party review by two individuals who have not been involved in the group financial accounting and reporting, together with group inventory (Quartermaster) reports following year-end.
- (iv) Annual financial statements, as stated in (4) must be reported to the appropriate authority as follows:

<b>Financial/Inventory Statements</b>	<b>Reported to:</b>	<b>Responsibility of:</b>
Sections – Beaver, Cub, Scout	Group/Section Committee	Section Scouter
Sections – Venturer, Rover	Group/Section Committee	Company or Crew treasurer
Scouting auxiliary	Group Committee	Scouting auxiliary treasurer

Group	Supervising Council Group Sponsor/Partner	Group Committee treasurer
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(v) Section or group accounts must be clearly identified as “Scouts Canada” together with the name of the section or group.

(vi) Procedures should be established for each Group Committee governing:

1. Bank deposits, withdrawals, advances, cheque signing, and petty cash funds.
2. The investment of funds.
3. The authority to raise and control funds.

(vii) Budgets must be presented to and approved by the Group Committee.

(viii) The expenditure of funds for other than budgeted operating costs shall not be made until approved by the Group Committee.

(ix) Once funds are spent, receipts must accompany a statement of account at the next meeting.

(x) No commitment to pay money in the future shall be made on behalf of Scouts Canada without the permission of the authority listed below:

Level	Authority
Group/Section, including Scouters of Sections or members of Group Committee or Scouting auxiliary	Group Committee

(xi) Lottery, casino, raffle, bingo or other fundraising that is associated with gambling must be approved by the Council. When the Council gives permission, the Council shall ultimately be responsible for the payment of the commitment which it has permitted, together with all costs related thereto.

(xii) Groups or Sections are not permitted to undertake any form of general appeal for funds unless sanctioned by the supervising Council.

(xiii) Anyone in the group receiving or dispersing funds must keep an accurate record.

(xiv) As far as possible, cheques should pay all expenditures.

#### **11004 - SIGNING AUTHORITIES**

- i) Funds must be under the control of at least two people.
- ii) The signing authorities for the Group shall be members of the Group Committee, as determined by that committee, and must include the Treasurer and at least one additional member.
- iii) Two signing officers must sign every cheque.

#### **11005- INACTIVE GROUP ASSETS**

When a Group/Section Committee ceases to exist, title to any remaining property and/or funds shall be vested in and held by the Council pending appropriate disposal as determined by that Council.

#### **11006 – STORAGE OF RECORDS**

Group financial records will be maintained by the Group and be available to the Council should they be required. The Group will maintain the records in a manner that will be in compliance with requirements for financial records storage as set forth by the Canada Revenue Agency.

#### **11007 – COUNCIL FINANCIAL PROCEDURES**

Council Financial Procedures can be found in the Council Operations Manual.

#### **11008 - FOR REFERENCE**

##### **Group Committee Position Descriptions**

See BP& P, Section 4000 for position descriptions.

##### **Scouting Assets (Properties and Other), Insurance and Risk Management**

See BP& P, Section 13000 for procedures.

See BP& P, Section 1011 Property Policy.