

Scouts Canada
Financial Reporting Guide
September 2021 version – Western Ops

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 managed and documented.

To support this responsibility, Groups are required to provide information about their activities and financial situation.

Note about “Group”

Where “Group” is used, it should be understood as including all associated Sections.

Fiscal Year

Although the program year has shifted to align with the calendar year beginning in 2021, the financial-reporting year is from September 1 to August 31 of the following year.

E.g. 2020-21 Fiscal year runs 1 September 2020 to 31 August 2021

2021 report is due on or before 30 November 2021.

Excel Template workbook

We have designed an Excel template intended to do most of the work (i.e. the math) for you. It includes tips for what goes where. You enter the raw data; it fills in fields across several pages where appropriate.

Graphics of filled sample sheets are located at the end of this document.

Action Items for/by Group

- Prepare a summary report showing their Group's financial transactions of the previous Scouting year, its fiscal year end financial position, and a current inventory.
- Arrange for a review of the summary report plus all related supporting records/documents by two people who are not signing authorities on the accounts and are not related to people who are nor to the person who prepared the document.
- Submit reviewed summary report to the Council (by email to Registration@scouts.ca or as directed) on or before 30 November of the following Scouting year.

Goals of the review

- Verification that Group has and uses:
 - Appropriate controls
 - Multiple non-relative signing authorities
 - Receipting for money received
 - Cheque requisitioning with receipts for money paid out
 - Basic accounting record keeping
- Verification of mathematical calculations of reported details
- Detection of grossly fraudulent activities (if applicable)

Reviewed Financial reports are due by 30 November of the following fiscal/reporting year.

(i.e. 2020-21 reports are due before the end of November of 2021)

Roles

- Group Commissioner (Registered member role) is 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. The other is usually a Registrar/Administrator.
- Group Treasurer (Registered member role) does not have to be a professional accountant but should be able and prepared to keep accurate financial records and provide clear financial reports.
- Financial Summary Reviewers (Two; temporary task-based role) check financial information provided by the Group, as well as support documents to verify that the reported information is accurate.

Reviewers:

- Are not required to be accountants nor bookkeepers but must have a reasonable understanding and willingness to do some basic math.
- May be registered members of the Group or of another but are not required to be Scouting members. (This can be a good way to involve parents unable to provide regular support as registered volunteers/Scouters.)
- Must not have signing authority on the Group (nor its Sections') accounts nor be related to anyone with signing authority on Group accounts.
- Must not be the person/people responsible for maintaining and reporting on Group/Section financial records nor related to that person.

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 Group's spending does not exceed the Group's available funds
- Assists with the Group's fundraising including advising on targets to meet the Group's financial needs
- Arranges for insurance for Group equipment and property
- Keeps a record of all the Group's financial transactions
- Prepares financial reports and shares at monthly Group meetings
- Regularly reviews Section financial records
- Prepares annual financial report
- Arranges an annual review of Group financial records by two independent Reviewers
- Submits reviewed annual financial report to the Group Commissioner for information and to Council (via the Service Centre) on or before 30 November, after the end of the reported fiscal year

The Financial Package

For all Groups, the standard Financial Reporting package includes:

- Basic information about your all bank account(s) and investment(s) if any, including opening and closing balances/values for each
- A bank statement-copy for each account for the period closest to the end of the fiscal year (31 August)
- A “Statement of Activities” – also known as an Income Statement – which shows a summary by category of the revenue and expenses of the Group (your money in and money out over the reporting period)
- A “Statement of Financial Position” – also known as a Balance Sheet – which shows the overall financial health of the Group (how your Group sits financially at the end of the reporting period)
- Signed Reviewers’ statements** *For more, see “Reviewers’ Statements” later in the document.*
- List of Group/Section inventory (excluding consumables – like craft supplies, postage stamps, camp fuel)

In addition to the above...

For Groups that own vehicles or Real Property (buildings, land), package must include:

- Basic information relating to vehicles and/or property and related insurance

For BC Groups that receiving Community Gaming Grant funds:

- A Gaming Account Summary sheet is included in our package to assist with tracking
The form is:
 - Not the document required by the CGG program (but may help with the completing of it).
 - Not required for submission with your (Scouts Canada) package - the details are already incorporated on other sheets.

Reporting to the BC Community Gaming Grant program is required and is the responsibility of the Group.

Please ensure you understand the program requirements and direct questions about the program to the applicable government agency.

Reviewers' Statement and using other software

In our Excel workbook, slightly different Reviewers' statements are included on each:

- The Statement of Activities and
- The Statement of Financial Position

Although we prefer that Groups use our Excel workbook (for consistency of reporting and ease of reviewing), if your Group is using other software that will generate the required sheets, we will accept provided "Reviewers' Statements" are:

- Added to the Statement of Activities and Statement of Financial Position OR
- Included as a separate sheet signed by both Reviewers, and that each page of the Statement of Activities and Statement of Financial Position is initialled by both Reviewers.

Packages will not be accepted unless confirmed as reviewed by two people who do not have signing authority on the account(s) and are not related to anyone who is.

On the Statement of Activities:

The annual financial review has been completed. We Reviewers believe that this Statement of Activities fairly represents the financial transactions of the Scout Group for the fiscal year ended 31 August [yyyy].

Further, I verify that I do not have signing authority on any account included in this package and am not related to anyone who does nor to the preparer of the document.

On the Statement of Financial Position:

The annual financial review has been completed. We Reviewers believe that this Statement of Financial Position fairly represents the financial position of the Scout Group as of 31 August [yyyy].

Further, I verify that I do not have signing authority on any account included in this package and am not related to anyone who does nor to the preparer of the document.

Documents Required for Financial Recording, Reporting and Reviewing

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

- Statement of Activities (i.e. Income Statement)
- Statement of Financial Position (i.e. Balance Sheet)
- Copy of general ledger / detailed transactions
- Monthly bank statements and reconciliations
- Monthly investment statements (if applicable)
- Inventory list of equipment/property
- List of financial controls (Group financial policies and procedures – how your Group deals with money)
- Evidence of receipts for expenditures (photocopies accepted)
- Invoices for revenues/sales
- Registration records reconciled to enrolment with MyScouts/Service Centre
- If applicable, Capital Asset details – specifically, licensed vehicles and Real Property – buildings and land

Although all records must be provided to the reviewers,

Please submit only the Financial Summary Package to the Service Centre

Pdfs preferred via email to Registration@scouts.ca (for 2021) or as directed thereafter.

(i.e. Keep your receipts, monthly bank statements, and other materials for your records.)

Other Key Information

Bank Accounts

- Funds are to be held in a bank, credit union or company trust account.
- In spring 2020, Scouts Canada partnered with CIBC, which provides Groups with bank accounts to meet our needs. (Special pricing is also available to our volunteers for personal banking.)
- Accounts must be under the name of “Scouts Canada – [Group number and name, Section-if applicable]”.
- Cheques must have two signatures; accounts should have at least three signing authorities.
- Signing authorities may not be related unless approved by the next-senior Commissioner (e.g. Council Commissioner) or designate.
- Where the person receiving approved payment/reimbursement (the payee) is also one of the signing authorities, two others sign the cheque.
- Account information must be provided to Scouts Canada’s National Finance Department and updated if bank and/or account changes. (For how-to, contact the Service Centre.) This allows for electronic fund transfers of Group fees to Group accounts; it does not allow Scouts Canada access to withdraw.

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 with a letter indicating to which Group the funds are designated
- Processed through the Council books to comply with the Canada Revenue Agency (CRA) requirements

Groups are encouraged to send notes of 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 must not sign cheques payable to themselves (nor members of their households)

Whenever possible...

- Funds received (especially when in cash) should ideally be held in the control of two committee members until deposited; deposits should be made as soon after collection as possible.
- 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.)

Related Scouts Canada Policies and Procedures

See “Resources” > “Policies, Standards and Procedures” on the National website (scouts.ca).

Key Resources:

[Section and Group Finance Policy](#)

[Section and Group Fundraising Policy](#)

[Group Financial Responsibilities and Reporting Procedure](#)

[Group Finance Annual Review Check List](#)

Additional Resources:

[Property Policy](#)

[Group Equipment and Property Insurance Procedure](#)

[Conflict of Interest Policy](#)

[Conflict of Interest Procedure](#)