

Scouts Canada – Western Operations
Financial Reporting Guide
August 2020 version

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. 2019-20 Fiscal year runs 1 September 2019 to 31 August 2020

2020 report is due on or before 30 November 2020.

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 (via the Service Centre - details below) 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. 2019-20 reports are due before the end of November of 2020)

Completed reports are preferred as pdfs by email with the subject line "Group Financials submission" to:

Cascadia, Fraser Valley and Pacific Coast
Councils

bcy@scouts.ca

Chinook, Manitoba, Northern Lights and
Saskatchewan Councils

prairies@scouts.ca

Paper reporting may alternatively be mailed to:

Scouts Canada – Western Operations – BC
PO Box 97206 Stn Main
Richmond, BC V6X 8H3

Scouts Canada – Prairies Service Centre
2140 Brownsea Drive SW
Calgary, AB T2N 2G9

Please use one method or the other (email *or* mail), not both for the same year's package.

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 wiliness 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.*

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.

(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](#)

LEDGER

Incoming Funds

Outgoing Funds

BC

Date	Description	Status	Bnk Acct	Category - In	Amount Received	Category - Out	Cheque#	GG	Amount Paid
	Group fees rec'd	x		Membership Fees received	1,500.00				
	Group Billing Code Registration x2			Membership Fees received	500.00				
	Scout Popcorn sales	x		Scout Popcorn	22,420.00				
	Scout Popcorn (product)	x				Scout Popcorn	123		13,900.40
	Scout Popcorn (delivery)					Scout Popcorn	124		120.00
	Fall Bottle Drive advertising	x				Bottle Drives	125		365.00
	Fall Bottle Drive vehicle rental	x				Bottle Drives	126		120.00
	Fall Bottle Drive drinks/snacks/prizes	x				Bottle Drives	127		630.00
	Fall Bottle Drive proceeds	x		Bottle Drives	4,233.50				
	Winter Bottle Drive advertising	x				Bottle Drives	129		312.00
	Winter Bottle Drive vehicle rental	x				Bottle Drives	130		120.00
	Winter Bottle Drive drinks/snacks/prizes	x				Bottle Drives	131		565.45
	Winter Bottle Drive proceeds	x		Bottle Drives	2,406.33				
	Bottle Drive advertising	x				Bottle Drives	133		290.00
	Bottle Drive vehicle rental	x				Bottle Drives	134		120.00
	Bottle Drive drinks/snacks/prizes	x				Bottle Drives	135		462.00
	Spring Bottle Drive proceeds	x		Bottle Drives	3,374.75				
	Community Association - hall rental	x				Facility Fees/Rent	136		4,635.00
	Community Association - hall rental (grant paid)	x				Facility Fees/Rent	137	x	1,400.00
	Colony program	x				Beaver Scouts	138		1,728.00
	Colony sleep over - hall rental and supplies	x				Beaver Scouts	139	x	268.00
	Pack program	x				Cub Scouts	140		2,142.00
	KubKar buiding and city raceday event	x				Cub Scouts	141	x	360.00
	Troop program	x				Scouts	142		1,728.00
	Troop canoe safety training	x				Scouts	143	x	800.00
	Company program	x				Venturer Scouts	144		1,152.00
	Company wilderness first aid training	x				Venturer Scouts	145	x	2,450.00
	Crew program	x				Rover Scouts	146		160.00
	Crew first aid training	x				Rover Scouts	147	x	750.00
	Crew scavenger hunt day	x				Rover Scouts	148		180.00
	RiS training x6	x				Readiness (Training and Scree	149	x	210.00
	Scouter uniform reimbursement	x				Financial Assistance	150		252.00
	FA Camp fees	x				Financial Assistance	151	x	265.00
	BP party Hall rental	x				Group Event/Activity Expenses	152		145.00
	Group insignia (bulk necker and crest order)	x				Administration	153		1,606.50
	Link event food and supplies	x				Group Event/Activity Expenses	154		1,267.50
	Replacement tents (3-man) x2	x				Equipment purchases	155		533.40
	New Year kick-off food and supplies	x				Group Event/Activity Expenses	156		793.75
	New cheques	x				Administration	157		117.60
	Colony Dues	x		Beaver Scouts	216.00				
	Pack Dues	x		Cub Scouts	540.00				
	Troop Dues	x		Scouts	768.00				
	Company Dues	x		Venturer Scouts	320.00				
	BP Party food and supplies	x				Group Event/Activity Expenses	162		1,960.00
	PRC reimbursement x6	x				Readiness (Training and Scree	163		90.00
	Investment interest	x		Interest Earned	5.00				
	Gaming Grant	x		Community Gaming Grant (BC	6,500.00			x	
	Group Billing Code Reg Fees paid x2	x				Membership Fees paid to Natio	164		460.00
	Mr. Jones' bequest	x		Donations	250.00				
	Insurance for trailer	x				Insurance	165		200.00
Total					\$ 43,033.58				\$ 42,658.60



NLC – 15th Somewhere Group
STATEMENT OF ACTIVITIES
 For the Fiscal Year ended 31 August, 2020

Prepared by:
 Jane Doe
 scouterJD@15somewhere.ca

		sub-category totals	category totals
REVENUE			
Membership Fees received			\$ 2,000.00
Community Gaming Grant (BC only)			\$ 6,500.00
Donations			\$ 250.00
Fundraising Revenue	Scout Popcorn	\$ 22,420.00	
	Other National Campaigns		
	Bottle Drives	\$ 10,014.58	
	Other Fundraising		
	TOTAL Fundraising Revenue		\$ 32,434.58
Group Event/Activity Fees			
Interest Earned			\$ 5.00
Section Revenue	Beaver Scouts	\$ 216.00	
	Cub Scouts	\$ 540.00	
	Scouts	\$ 768.00	
	Venturer Scouts	\$ 320.00	
	Rover Scouts		
	TOTAL Section Revenue		\$ 1,844.00
Other Revenue			
TOTAL REVENUE			R \$ 43,033.58
EXPENSES			
Membership Fees paid to National			\$ 460.00
Administration			\$ 1,724.10
Equipment purchases			\$ 533.40
Facility Fees/Rent			\$ 6,035.00
Financial Assistance			\$ 517.00
Fundraising Expenses	Scout Popcorn	\$ 14,020.40	
	Other National Campaigns		
	Bottle Drives	\$ 2,984.45	
	Other Fundraising Expenses		
	TOTAL Fundraising Expenses		\$ 17,004.85
Group Event/Activity Expenses			\$ 4,166.25
Insurance			\$ 133.34
Readiness (Training and Screening)			\$ 300.00
Section Expenses	Beaver Scouts	\$ 1,996.00	
	Cub Scouts	\$ 2,502.00	
	Scouts	\$ 2,528.00	
	Venturer Scouts	\$ 3,602.00	
	Rover Scouts	\$ 1,090.00	
	TOTAL Section Expenses		\$ 11,718.00
Other Expenses			
TOTAL EXPENSES			E \$ 42,591.94
EXCESS OF REVENUE OVER EXPENSES			R-E= \$ 441.64

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 2020.

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.

Signature	Signature
Name (please print)	Name (please print)



NLC – 15th Somewhere Group
STATEMENT OF FINANCIAL POSITION
 For the Fiscal Year ended 31 August, 2020

Prepared by:
 Jane Doe
 scouterJD@15somewhere.ca

	Without Restrictions	With Restrictions Gaming Grant (BC Only)	With Restrictions (Other)	TOTAL
ASSETS				
Current Assets				
Bank Account Balance	\$ 356.98	\$ 2.30		\$ 359.28
Investment Value	\$ 555.00			\$ 555.00
TOTAL CURRENT ASSETS	a \$ 911.98	\$ 2.30		A \$ 914.28
Capital Assets				
Licensed Vehicle(s)	\$ 750.00			\$ 750.00
Real Property (Land and buildings)				
TOTAL CAPITAL ASSETS	c \$ 750.00			C \$ 750.00
Other Assets				
Prepaid Insurance	\$ 66.66			\$ 66.66
Accounts Receivable (all categories)	\$ 500.00			\$ 500.00
TOTAL OTHER ASSETS	o \$ 566.66			O \$ 566.66
TOTAL ASSETS	a+c+o \$ 2,228.64	\$ 2.30		A+C+O \$ 2,230.94
LIABILITIES				
Accounts Payable (all categories)	\$ 120.00			\$ 120.00
TOTAL CURRENT LIABILITIES	l \$ 120.00			L \$ 120.00
NET ASSETS (suplus/deficit)				
Net Assets Beginning of Year	\$ 1,664.00	\$ 5.30		\$ 1,669.30
Change in Net Assets (Excess of Revenue over Expenses from Summary)	\$ 444.64	(\$ 3.00)		\$ 441.64
Net Asset	n \$ 2,108.64	\$ 2.30		N \$ 2,110.94
TOTAL LIABILITIES AND NET ASSETS	l+n \$ 2,228.64	\$ 2.30		N+L \$ 2,230.94

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 2020.

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.

Signature

Name (please print)

Signature

Name (please print)

NLC – 15th Somewhere Group
Bank Accounts and Investments

Type	BC CGG	Opening Balance	Closing Balance
Account 1		\$ 414.00	\$ 356.98
Account 2	x	\$ 5.30	\$ 2.30
Account 3			
Account 4			
Account 5			
Account 6			
Account 7			
Account 8			
Account 9			
Account 10			
TOTALS		\$ 419.30	\$ 359.28

Type	Opening Value	Closing Value
Investment 1	\$ 500.00	\$ 555.00
Investment 2		
Investment 3		
Investment 4		
Investment 5		
Investment 6		
TOTALS		\$ 500.00
		\$ 555.00

	Description	Signing Authority 1	Signing Authority 2	Signing Authority 3	Signing Authority 4	Copy of Bank Statement included?
Account 1	Group General	Jane Doe	John Smith	Shel Gaim		
Account 2	Community Gaming	as above	as above	Ann Onny-Mus		
Account 3						
Account 4						
Account 5						
Account 6						
Account 7						
Account 8						
Account 9						
Account 10						

	Type	Financial Institution	Maturity Date	Notes (optional)
Investment 1	GIC - 5-year	CIBC	15-Aug-24	
Investment 2				
Investment 3				
Investment 4				
Investment 5				
Investment 6				

NLC – 15th Somewhere Group
Group Licenced Vehicles and Real Property

	Type	Value (approximate/estimated)
Vehicle 1	Trailer	\$ 750.00
Vehicle 2		
Vehicle 3		
Vehicle 4		
Vehicle 5		
Vehicle 6		
Vehicle 7		
Vehicle 8		
		<u>\$ 750.00</u>

	Type	Value (approximate/estimated)
Property 1		
Property 2		
Property 3		
Property 4		
		<u>\$ -</u>

	Make and Model	VIN	Licence	Registered Owner	Insurance Agency and Insurer	Policy Number
Vehicle 1						
Vehicle 2						
Vehicle 3						
Vehicle 4						
Vehicle 5						
Vehicle 6						
Vehicle 7						
Vehicle 8						

	Address / Location (including city/town/similar, province)	Registered Owner	Insurance Agency and Insurer	Policy Number
Property 1				
Property 2				
Property 3				
Property 4				

NLC – 15th Somewhere Group
COMMUNITY GAMING GRANT SUMMARY STATEMENT
 For the Fiscal Year ended 31 August, 2020

REVENUE

Community Gaming Grant (BC only) \$ 6,500.00

TOTAL REVENUE R **\$ 6,500.00**

EXPENSES

Membership Fees paid to National _____

Administration _____

Equipment purchases _____

Facility Fees/Rent \$ 1,400.00

Financial Assistance \$ 265.00

Group Event/Activity Expenses _____

Readiness (Training and Screening) \$ 210.00

Section Expenses \$ 268.00

Beaver Scouts \$ 268.00

Cub Scouts \$ 360.00

Scouts \$ 800.00

Venturer Scouts \$ 2,450.00

Rover Scouts \$ 750.00

TOTAL Section Expenses \$ 4,628.00

Other Expenses _____

TOTAL EXPENSES E **\$ 6,503.00**

EXCESS OF REVENUE OVER EXPENSES R-E= **\$ 3.00** *(Note negative; net loss)*

FUND BALANCES - Beginning of Year
Bank Account Balance (Gaming only - opening) \$ 5.30

FUND BALANCES - End of Year
Bank Account Balance (Gaming only - year-end) \$ 2.30

Outstanding cheques less _____

TOTAL CASH, BANK AND INVESTMENTS AT 31 AUGUST \$ 2.30

The annual financial review has been completed. We Reviewers believe that this Summary Statement fairly represents the financial transactions of the Group relating to Community Gaming Grant Fund for the period ended 31 August 2020

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

Signature	Signature
Name (please print)	Name (please print)