

# Financial Policies & Guidelines for Shining Waters Council

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The last set of revisions are highlighted.

Softcopy posted on the SWC site: <http://shin.scouts.ca/ca/Resources>

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# Financial Policies for Shining Waters

The intent of this document is to ensure that your Group is “wise in the use of all [financial] resources” and conducts itself in a way that is beyond reproach, both in reality and in perception. The document may be used ‘as is’ or you may customize it for your Group. It is important that all your volunteers understand the operating policies of the Group.

## Guiding Principles

1. **It’s About the Youth.** The over-arching consideration in all financial matters should be to serve the Youth of Shining Waters.
2. We should strive to be “**wise in the use of our financial resources**”. This means to limit wasteful or frivolous spending and get the best long-term value for our expenditures.
3. In all our financial dealings—at the Group and Section levels—we should strive to be **transparent** in how money was obtained and where it went. This means that we should clearly account for all money transactions, including: dues, camps and Group expenditures.
4. Youth and Sections should **share in the money raised** as a result of their direct contribution. This helps make Scouting an affordable experience for our Scouting families.
5. Scouting relies heavily on the volunteer time, dedication and commitment of its volunteers. Volunteers should not go deeply **out of pocket** in order to give the youth a great Scouting experience.
6. All monies raised and retained in the name of Scouts Canada are the property of Scouts Canada.

## General Policies

### All Money Flows through the Books

The Treasurer for the Group will keep the books. Typically, a spreadsheet is used to track income and expenses, bank balance, budgets, fundraisers, ScoutBucks (credits), camps/activities and equipment purchases. Scouters provide reports to the Treasurer. Likewise, Expedition Leaders will provide reports to the Venturer Treasurer.

For all events, such as Camps, it is common to collect money in both cash and cheques. Often, some or all the cash is used to buy things for the event, such as groceries for a camp. **This cash must be accounted for and reported to the Treasurer.**

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*As per BP&P, “Anyone in the group receiving or dispersing funds must keep an accurate record.”*

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**30 Days.** A complete financial report must be submitted to the Treasurer within 30 days of an event.

#### Example:

- A camp is organized with 10 Youth in attendance. The camp fee has been set at \$40.
- Five Youth pay by \$40 in cash and five pay \$40 by cheque. Total cash collected is  $5 \times 40 = \$200$ .
- When the camp is finished, a report is submitted to the Treasurer within 30 days:

Money Collected:	\$400
Expenses	
Groceries:	\$245
Camp Site:	\$50
Firewood:	<u>\$20</u>
Total Expense:	\$315
Over/Under	<u>+ \$85</u>

Along with the above financial report, there should be receipts and cheques totalling \$400.

If a Scouter is out of pocket for expenses, see the reimbursements policy.

## Bank Account

A group should have 3-4 signators from Group Committee (not related to each other), and each cheque requires 2 signatures. Never sign a cheque payable to yourself, and when you sign a cheque it is your duty to ensure that it is an authorized expense, according to the approved budget by Group Committee. If you are not sure, the Treasurer can show you.

Only 1 bank account per group.

Should be in the name of "Scouts Canada – [Group Name]" and the mailing address should be your official meeting place, or the home of the Treasurer or Group Commissioner.

It's further recommended that an Area Service Manager (ASM) – a paid position within Scouts Canada – be an additional signator on the account in the event all volunteers from the Group leave concurrently.

## eTransfers and Credit Card Transactions

Paperless transactions such as eTransfers and credit card payments are becoming more popular both for methods of sending and receiving from a Group account. For Groups with an established means of accepting credit card payments, eg. "The Square", it's important to track these transactions. Likewise, payments and transactions made from the group account require evidence of multiple, ie. minimum of 2 approvers, before initiating the transfer. The electronic transfer number may be used in lieu of the cheque number in tracking these transactions.

## Quartermaster

The Quartermaster plays an important role when it comes to group equipment purchases, replacement, repair and equipment budgeting. The person in this role needs to be involved in the creation and maintenance of an annual group equipment budget, prioritizing equipment needs and should act as a focal point for all discussions and approvals regarding group equipment.

## Receipts for Everything

### All expenses should have a corresponding receipt

Receipt books are available at the Dollar Store, with duplicate copies – give the white copy to the Payor (parent), and give the yellow copy with the money to the Treasurer, then there is proof of payment for everyone's protection. Every section Scouter should carry a receipt book.

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*As per BP&P, once funds are spent, receipts must accompany a statement of account at the next Group Committee meeting.*

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**No receipt:** Sometimes, receipts aren't possible (e.g. a Scouter buys firewood from a road-size vendor). In these cases, a manual receipt should be made as in the case of lost receipts.

**Lost receipts:** It happens. Receipts sometimes get lost. In these cases, simply create your own receipt. It should include:

- A summary of what was bought (e.g. groceries, firewood)
- Who bought it
- How much
- Date of purchase
- Event/Activity for which it was bought

**Treasurer Submissions:** All submissions of cheques, cash or account transfers must be accompanied by a written submission indicating the event, the name of the collector and/or name of person(s) requiring cheques. Under no circumstance should a handful of cash be given to a Treasurer without accompanying documentation and explanation.

**Receipt Copies:** The submitter should retain a copy of all submitted receipts. Occasionally receipts, scanned copies in emails, etc go missing. The submitter should be able to re-submit copies of all receipts. Copies of receipts can easily be made by a photocopier, a scanner or even a personal cell phone picture image. Retain and back up your electronic receipt copies.

## Cash Advances

Occasionally, it's necessary to write a cheque to a Scouter so that they have cash with which to buy items before an event. **These cash advances are short-term loans being given to the Scouter** and must be paid back within 30 days in the form of money and/or receipts.

**A cash advance will only be considered if a budget has been submitted.**

For example, \$150 is loaned to a Scouter to buy groceries for a camp. Within 30 days, the Scouter gives the Treasurer receipts totalling \$143.28 and cash totalling \$6.72 (equaling \$150).

## Handling and Counting Loose Money

- Money that is raised through fundraisers such as Apple Day where there is a lot of loose money collected that cannot be easily accounted for should always be in the supervision of at least two Scouters.
- The counting of money should be done by two unrelated Scouters.
- Cash should be deposited in the bank within 5 business days of the event. Anyone can do the deposit with the bank account number. Keep the receipt and provide to the Treasurer right away (take a picture and email it, or provide paper) and include a description.
  - For very large cash deposits, the deposit should be made within 24 hours.

## Annual Financials

The financial year is Sept 1 to Aug 31 each year, and a year end report must be reviewed by someone independent (not related to any member of the financial team) and outside of Group (a retired accountant for example) and submitted to Scouts Canada. The Area Support Manager (ASM) requires a financial report each fall in order to issue a charter. A group without a charter, cannot operate under Scouts Canada.

A copy of the Group's Annual Financial Report should be reviewed and provided to the Group's sponsor(s).

Shining Waters Council financial forms are available at [greatertoronto.scouts.ca/registration-forms-documents](http://greatertoronto.scouts.ca/registration-forms-documents)

## Assets

All assets (equipment) belong to Scouts Canada. Gear specific to a section would come from the section budget, and Group gear would be from the Group budget. The Quartermaster is responsible for the equipment, and should have a current list (and location) of all labeled, engraved or otherwise identified equipment, and report to Group Committee any needs for the budget. Assets of significant value, eg. trailers, sailboats, canoes, should be assessed for depreciated or real value.

All equipment purchases are approved by Group Committee.

The asset (and age and condition) must be declared on the annual financial statement. The Commissioner Edition of ScoutsTracker now manages a group's assets.

**NOTE: Submission of a Group Inventory has no bearing on Scouts Canada's insurance program. In fact, Scouts Canada only provides liability insurance. Groups are responsible for securing property insurance including fire and theft especially on expensive items like trailers, canoes, sailboats etc.**

## Red Shirts

The Group can reimburse Scouters for their first red formal (long-sleeved) shirt and subsequently every three years providing the Scouter is committing to continuing in their role as Scouter. This is the discretion of Group Committee. The Treasurer will have to track this.

Alternatively, a new Scouter can pay for their own shirt, and if they complete the year, they are reimbursed by the Group.

## Training

It is the Group's discretion to pay for training for Scouters and/or youth leaders. Ideally Group will pay for Respect In Sport (RIS) Training, and Woodbadge is free and online. First Aid Training is also often covered by Group, as long as the Scouter has a commitment to continue in Scouting. The Treasurer will have to track this.

Alternatively, a Scouter can pay for their own training, and if they complete the year, they are reimbursed by the Group.

## Neckers

- Neckers are purchased out of the Group budget (not Section budgets)
- Every youth and Scouter with the Group will be presented a Group Necker at no charge to them.
- If a youth's Necker becomes too small, they will be ceremonially presented a new Necker (at no charge) and their old Necker retired. The youth may keep their old Necker as a keepsake or donate it back to the Group for reuse.
- If a youth's Necker becomes lost, they will be charged a nominal fee (typically \$15) for a replacement Necker. There may be exceptional circumstances where a youth loses their Necker due to no fault of theirs in which case a replacement Necker will be provided at no charge.
- If a Scouter requires a replacement Necker, it will be provided at no-charge.

## Reserve Fund

A reserve fund, of an amount to be determined by the Group Commissioner from time to time, shall be kept. The intent of this fund is to guard against financial crisis and is not a substitute for prudent financial management.

### *Examples:*

1. fund raising efforts come in far under budget and there are critical plans that need to be funded
2. The tents we have planned to purchase are on sale for ½ off before we have money from fund raising. Reserve money would be used to take advantage of the sale and then replaced with the fundraising money.

## On-Going Special Event Funds

Some Groups may provide a separate and on-going accounting of funds specially earmarked for major events such as a Canadian or World Jamboree. The fund may receive targeted funds from recurring events (eg. annual church event fund raiser) and may exist on a perpetual basis.



## Transparency & Frequency of Reporting

Regular financial reporting should occur as a standing agenda item at each (typically monthly) group committee meeting. Each section would normally provide reports on events including financials and quarterly each section might provide a status update as to their section's finances.

For long running fund raising events, it's expected that regular updates will be provided to the group committee, any other involved group committees, Scouters and others involved in the fund raising efforts. It's important that families know the status of fund raisers, where their individual and group contributions stand and which funds are being set aside for a particular event.

## No Excessive Funds

Notwithstanding any amounts earmarked for special purposes (e.g. Canadian or World Jamboree Fund, Reserve fund, ScoutBucks, special purchases), the Group should not budget more than a \$1,500 available balance on an annual basis. If there is a significant surplus, those surplus funds should flow to the benefit of the youth (e.g. camp subsidy, gear purchase). In general funds generated by youth should benefit those youth currently registered in the program. Funds such as a CJ or WJ fund (4 year cycles) lapses a fiscal year, however, the funds benefit those who have contributed.

## Dues

The primary purpose of dues is to instill a sense of responsibility and contribution in our youth. **Dues are part of the program.** Dues are not meant to be a primary funding source.

Dues should be modest and age-appropriate. For example:

Beavers	25¢
Cubs	50¢
Scouts	\$1
Venturers	\$2

A typical system would be to have a senior youth (e.g. Whitetail, Howler, Patrol Leader, etc.) collect the dues from their lodge/lair/patrol. The total should be recorded by the youth with the assistance of a Scouter.

The dues should be spent on things that the youth see direct benefit from such as paying for snacks and special treats.

Dues should be collected on a weekly basis from the youth, by the youth. The expectation is that our youth should be earning their dues (e.g. family chores) each week. A record of dues collected and spent should be kept by a Scouter designated as Section Treasurer. Receipts should accompany all expenses.

Each Season, as part of the Seasonal Review, a financial account of Dues should be provided to the Group Committee.

This money does not go through the Group books except in the instance of an excessively large dues fund.

## Activity Fees

Activities such as camps should be budgeted using conservative assumptions and to break even (or come in slightly positive).

Some tips to keep in mind when budgeting:

- Scouters required for ratio and the safe and effective running of the Activity should not have to pay. Any expenses such as food that are incurred for Scouter attendance should be covered by the activity fee paid by the youth.
- Where possible, Scouters should be reimbursed for items such as propane gas, gasoline for vans pulling trailers, etc.
- In cases where additional Scouters want to attend, a fee may be charged to them, e.g. to cover their food cost.
- Occasionally insufficient youth do not attend to offset the Scouter's costs entirely. In this instance a reduced Scouters fee or group committee subsidy may be required.
- Remember to budget for consumables such as propane and firewood.
- Use a realistic assumption for the number of youth you expect to attend camp (rarely do you get 100% of your youth attending).
- Round the estimated activity fee up to the nearest \$5 to keep accounting simple and help ensure the activity at least breaks even.
- Cross-subsidizing is to be discouraged. Funds collected for an event should be used for the event and excess deposited.
- Typical camps should aim for approx. \$35 per youth (weekend at Wildman for example)
- Some extremely inexpensive camps (eg. no cost to use facility or food was provided) may overcharge knowing that a future camp will require additional funds. The net target for the year's events should be zero.
- All activities should include a 5%-10% contingency to account for unexpected and unplanned expenses.

$$\frac{(Total\ Estimated\ Activity\ Cost - Any\ Subsidy)}{\#\ of\ youth\ attending} = Activity\ Fee$$

## ScoutsTracker and Finances

The ScoutsTracker application contains several features that assist in the tracking of payments related to events. It can produce a paper sign up and payment tracking sheet in addition to tracking of payments received. It's recommended sections leverage this tool in tracking their event finances throughout the year.

## Requests for Money From Group Committee

There may be times when a Section wishes Group to provide funding or a subsidy over-and-above what is available in their Section account. While it is the expectation that the primary source of such funding

should come from Section budgets (Group fees and fundraising), a case may be presented to Group Committee for consideration.

## Pre-Approved and Last Minute Funds from Group Committee

The Group Committee may provide a budget for a prioritized list of equipment along with an approval to purchase within a set upper limit. In the event of seasonal items, the purchase may not occur immediately. In fact, for replacement items, the group may wait up to a year for the item to go on sale.

Occasionally exceptional sale items require last minute, ie. out of monthly group committee meeting, review and approval. The Treasurer, along with the Group Commissioner, Quartermaster and appropriate section Scouters may provide approval via phone, text message or other. All involved must be fully appraised of the financial health of the group and be in agreement of the purchase.

## Blank Cheques

Blank cheques are not recommended. Under most conditions, the Payee should be written in. Alternate and preferred methods would be for the Scouter to pay the cost via their credit card or personal cheque then apply to the group for reimbursement.

Should your group consider it is necessary to give a Scouter a blank cheque (signed by two signors with no amount or payee filled in), it should be discussed at group committee and be considered the only via avenue. This should be done in exceptional circumstances only.

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*Blank cheques represent a significant financial risk to the Group and accordingly stringent rules have been put in place to govern them.*

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Blank cheques must have:

- a “not to exceed” condition: Under the line where the amount is typically written in should be the words: “Not to exceed \$xxx.xx” (and fill in the maximum amount).
- A date (so the cheque, if lost, can stale date)
- In the memo, the Scouter’s name and reason for the cheque should be written
- And, if at all possible, the **payee** should be filled in.

**Signing For.** The Scouter taking possession of a blank cheque will have to sign for it. The cheque number, not to exceed amount and intended purpose will be recorded.

**Accounting.** Upon issuing a blank cheque, the Treasurer will make an accounting entry for the maximum amount of the cheque. The actual amount will be updated once they receive the payment details.

**Lost.** If a blank cheque is lost, the Treasurer should immediately be notified so they can put a stop payment on it.

**30 Days.** A blank cheque must be used within 30 days. If more time is needed, the Treasurer should be consulted for additional time. Blank cheques unaccounted for after the 30 days will automatically have a stop-payment put on them.

**Reporting.** As soon as possible (e.g. right after the camp) the Treasurer should be told the cheque number, amount and payee of the cheque.

## Reimbursable Expenses

The Contact Scouter for each Section is responsible for approving all “out of pocket” expenses for Scouters in their Section. These expenses should either be accounted for in the Section budget or as part of the budget for an event.

Requests for reimbursement cheques must be made by the Contact Scouter (on behalf of themselves or another Scouter in their Section) to the Treasurer; this will deem the request approved. All receipts should be submitted in a timely fashion so they can be accounted for.

**Receipts.** Requests for reimbursement must be accompanied by receipts.

**Details.** The request should include a written reason (e.g. Fall Scout Camp, activity supplies) and name(s) of those to be reimbursed.

## Reimbursement Timelines

Volunteers who purchase food, equipment, site reservations, etc on their personal credit cards or pay for items with cash for approved expenditures should expect to receive compensation within a reasonable timeline. Normally a reimbursement cheque within a month would be a reasonable timeframe. Obviously adhering to the timeline for larger ticket items would be less than for smaller, trivial expense reimbursements.

Occasionally a Scouter will ask that multiple expenses be accumulated and reimbursed with a single cheque. It’s always best to confirm this is the expectation especially when the timeframe will exceed a month.

## Escalations on Reimbursements

Volunteers should be reimbursed within a reasonable timeline. During the normal Scouting this this would normally be around a one month lapse from submission to cheque delivery. Where the timeline has been excessively exceeded, the volunteer should follow a recommended escalation starting with the Group Treasurer. In order of priority escalation:

- Group Treasurer
- Group Commissioner / Group Administrator
- Group Service Scouter (or similar Area Service Team representative)
- Area Support Manager (ASM)
- Area Commissioner

In exceptional instances (and where amounts necessitate), the volunteer may escalate to the Council Commissioner, Council Youth Commissioner &/or the Council Executive Director (Key 3)

The focus of the escalation will involve both the reimbursement as well as a review of the Group's financial handling policies.

### **Personal Scouter Subsidies**

It is recommended that Scouters not provide payments or loans on behalf of Scouting participants or other Scouters to attend events, purchase equipment or pay for lunches, dinners, etc. If a participant is unable to afford an event, it's best to approach the group committee first for subsidy funding. If a Scouter wishes to provide a subsidy or pay a portion of a fee, it should be done via the Treasurer in a transparent (yet confidential) manner.

### **Registration Policies**

1. All registrations are handled online, so the Group doesn't have to handle Registration.
2. Group can add a "Group Fee" to the registration. This Group Fee flows to the budget of the Section in which the youth registers and will be transferred to the Group from Scouts Canada

### **NOLB (No One Left Behind)**

1. If a youth qualifies for NOLB, Scouts Canada will transfer the funds to Group.
2. NOLB subsidies are available for membership (ie. registration) as well as participation (ie. program). The Group Commissioner should be familiar with these request avenues. Additional information is available on the Council and National web sites.

### **Charitable Donations**

All charitable donations of \$20 or more must be submitted via the Central Ontario Service Centre (COSC). A charitable donation receipt will be issued and the funds deposited in the Group's account. Local groups are not able to issue a charitable donation receipt (along with Scouts Canada's Registered Charity Number).

### **Corporate Fund Raising**

Scouts Canada encourages corporate fund raising and partnerships, however, it also has strict use of its logo and which companies are deemed acceptable as partners. If unsure of your corporate partnership arrangement, talk to your Area Commissioner or Area Support Manager for clarification.

### **Individual Subsidies**

Some families require subsidies from sources such as the No One Left Behind (NOLB) membership or participation fund, Canadian Tire’s JumpStart Program or their sponsors. Funds received for a particular individual should only be used for that individual. If unused (eg. youth did not attend summer camp yet received a subsidy for summer camp), it should be returned. It cannot be used to subsidize another individual without the express consent of the funding source.

The Treasurer will be aware of subsidy funding, however, the details are to be considered confidential. There is no need to publish the names of families receiving external subsidies. In fact, the NOLB and JumpStart funding arrangements do not involve any disclosure or involvement from the Group Treasurer.

Some subsidy funding comes with the expectation the individual or family will participate in Group fund raisers. Exceptional circumstances where the family is or was not able to attend the requisite group fund raisers yet still expect group subsidization will be handled on a case by case basis.

## Group Fund Raising Dates

The dates for annual recurring fund raisers should be communicated to all well in advance of the event. Ideally, in September all members should receive a calendar of events to mark their calendars so they do not have conflicts or are able to move their availability dates to attend.

## Section Budgets

A Section budget should be prepared by each Section and submitted to Group Committee each year’s kick-off Group Committee meeting typically held in August.

Section Budgets should be approved no later than the October Group Committee meeting. This should allow ample time for budget discussions and revisions.

To prepare a Section Budget, certain estimates will need to be made, including:

- # of youth in your Section
- # of new Youth you will receive (think uniform crests, neckers)
- Fundraising amounts (use last year as a reference)

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*As per BP&P, “the expenditure of funds for other than budgeted operating costs shall not be made until approved by the Group Committee.”*

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## Line Items for Section Budgets

REVENUE

Group Fee  
 Apple Day  
 Popcorn  
 Scout Trees  
 Dues  
 - EXPENSES  
 Uniform Crests  
 Snacks  
 Supplies  
 Camp Subsidies  
 Gear  
 = NET

#### Notes

- Since activities are expected to at least break even, they do not need to appear on the Section budget with the exception of any activity subsidies that are planned for.
- A Section may forward a modest surplus from one Scouting year to the next. If there is a significant Section surplus, those funds should be used to the benefit of the youth (e.g. subsidize a camp).

## Advance Payments

Occasionally a section may require a deposit for a camp prior to the collection of funds for camp. For example, to reserve a summer site for the Haliburton Scout Reserve, a deposit from the group is required in December. It is the understanding that the group deposit will eventually become part of the event report and the deposit returned to the group.

## Governance and Oversight

The Group Commissioner provides immediate oversight for the effective functioning of the Group Treasurer. The Group Treasurer is interviewed and selected to be a part of the group committee based on their skills, perceived trustworthiness and potential to manage financial accounts. Given the importance and trust place in this position and this person, the Group Commissioner is required to ensure the role is filled and is being performed at an adequate level. Failure to perform the functions of the Group Treasurer can have dramatic consequences to the health of the group.

Annual financial submissions to the Council are required as part of the chartering process. This helps ensure groups are operating within the boundaries of financial responsibility as set out by Scouts

Canada, BP&P and the guidelines contained in this policy. The Council may appoint a financial position such as DCC Finance or DCC Treasurer to provide oversight and guidance to Group Treasurers, provide occasional training workshops, maintain local financial templates and forms and give assistance and support to new and existing Group Treasurers. This person, in addition to the Area Support Manager (ASM) and Council Registrars will track the annual submissions and provide additional oversight.

Red flags or causes for concern need to be drawn to the attention of the appropriate level of oversight. If a Group Commissioner has cause to question financial accounting practices, it's not only their right to do so but their obligation. Should the issue not be resolved at the Group level, it should be raised to the Group's Support Scouter and the Area Key 3.

As in any case involving questions of legality, for example, embezzlement of funds or theft, the volunteers at all levels may be asked to cooperate with the appropriate authorities in any investigation. As volunteers, Scouters are not required to take on the role of criminal investigators or legal counsel. Leave this to the professionals. As a volunteer, if unsure of the steps to take, discuss your situation with an ASM or other Scouts Canada staff member.

## Forms

List of forms available will be (is) posted on the Shining Waters Council web site.

## Fundraising

This is not a policy but a framework that is intended to provide guidance to the Group Committee on issues related to the distribution of Group funds to Sections and Youth. The goal is to ensure that the distribution of funds is generally perceived to be fair and equitable.

Ultimately, the Group has funds to support our Youth having an excellent experience in our Scouting program.

Apple Day, Popcorn and ScoutTrees are our 3 official fundraisers, and Groups are expected to participate.

The monies earned from fundraising should flow to the benefit of the:

1. Youth and their families
2. Sections
3. Group

The distribution of funds is to be determined by the Group Committee, and is the discretion of the Group Committee, either to Group, a Section, participating youth, or Special Event

NOTE: Special fundraisers and fundraising circumstances such as youth fundraising for a more expensive activity such as a jamboree or Haliburton will flow primarily to the benefit of the individual youths doing the fundraising.

The general approach to sharing of monies from fundraising is:

Total Raised



- Expenses (Including ScoutBucks)

= Amount Available for Group

## Section Fundraisers

Sections can do their own fundraisers, and the funds can be allocated to the Section, or the youth participating in the fundraiser. All money must go through the Group accounting.

## ScoutBucks (Financial Equivalent Credits)

- A portion of monies fundraised by youth are earmarked for the youth, occasionally called ScoutBucks
- By giving the Youth and their families ample opportunities to raise funds that can be used to lower the cost of Scouting, it is expected that activity fees will be calculated to cover the full cost of the activity.
- ScoutBucks may be used towards camp fees and Group activities (like a coupon)
- If a Youth leaves Scouting, any amount in their Scouting Account will go into the Group Account.
- If a Youth leaves the Group for another Scouting Group that is willing to accept and use the Scouting Account money for the benefit of that Youth, we will transfer the money to that Group.
- Generally, the youth who actively fundraise should benefit from their efforts in the form of a portion of fundraised money going into their "Scouting Account".
- When calculating the amount to the Youth, round to the nearest \$5.

### Suggested arrangement:

- **Apple Day:** 30% of money collected should flow to the youth who actively participated in Apple Day. The distribution of funds to youth will be calculated based on the number of hours they contributed.

For example: Total hours of all youth involved in Apple day is 60 hours and \$2,000 was raised. Jonny put in 3 hours. Jonny would receive:

$$3/60 \times (\$2,000 \times 30\%) = \$30.$$

- **Popcorn.** Youth who raise at least \$300 qualify for the "10% Club". Youth in the 10% Club will receive 10% of their total sales.

For example: If Jonny sells \$735 in popcorn, he would receive \$75 (rounded to nearest \$5) in ScoutBucks.

- **Scout Trees.** Youth raising at least \$50 for Scout Trees will receive 50% of the total amount raised in ScoutBucks, rounded to nearest \$5.

For example: If Jonny raises \$276 for Scout Trees, he will receive \$140 into his Scouting Account.

For example, If Jonny raises \$65 for Scout Trees, he will receive \$30 into his Scouting Account.

## Apple Day Example Statement

Raised \$1,800

### Expenses

Apples \$360

Coin buckets \$14

ScoutBucks (30%) \$540

Total Expenses \$914

Net Available for Disbursement \$886

\$886 Goes to the Group Funds

\$540 is earmarked per youth

## Popcorn Example Statement

Income \$7,400

### Expenses

Popcorn \$4,070

Prizes (~5%) \$350

ScoutBucks \$450

Total Expenses \$4,870

Net Available for Disbursement \$2530

\$2530 available to Group

## Scout Trees Example Statement

Raised		\$1,640	
Expenses			
Brotherhood Fund (15%)	\$246		
ScoutBucks (~50%)	<u>\$800</u>		(not all youth hit \$25 min.)
Total "Expenses"		<u>\$1,046</u>	
Net Available for Disbursement		<u>\$594</u>	

\$594 to Group Funds

## Individual Credit Tracking - ScoutBucks

All individuals (volunteers and youth participants) may receive credits directed to their accounts via participation in fund raisers such as popcorn, Scouttrees, Apple Day or other local fund raisers. The Treasurer must track these funds against the individual receiving or spending to/from their account. Occasionally an individual will request a transfer of credits to another worthy individual. This must be done with the express consent and agreement of the individual. Individuals who have left Scouting will not receive a cheque for funds raised in the name of Scouting. These funds will revert back to the general group fund.

Some families may pool their fund raising and credits into a 'family' credit in which case the funds may be tracked and transferred amongst family members with the family's consent.

The proportion of funds to be allocated to the individual, group, sponsor &/or national account must be declared well prior to the event. For instance, if 30% of the funds raised are to be allocated to those who took part in the fund raiser, this needs to be determined and communicated to all in advance. Fund raising for the group is just as important as the individual fund raising in that the group needs funds to operate and purchase equipment and individuals may require funding in order to attend high cost events.

## Joint Reporting

Some events may involve multiple groups such as a consolidated Venturer Company, an Area-wide CJ or WJ initiative, etc. Normally one Group will take the lead in terms of tracking and reporting event income and expenses. The expectation is the Group taking the lead would provide periodic updates to the Treasurers from other involved Groups. The groups not leading may wish to provide these reports as supplemental reports to their monthly group committee Treasurer reports.

## Document Revision History

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Author(s)</b>
0.1	May 1, 2017	Initial Draft	Jennifer Gingrich
0.2	June 15, 2017	Minor edits	Wayne Morrison
0.3	June 18, 2017	Added section on transparency	Wayne Morrison
0.4	July 4, 2017	Review comments/updates	Kristy Carthew
0.5	Aug 28, 2017	Added Escalation on Reimbursement	Wayne Morrison
0.6	Aug 28, 2017	Limited review (ASMs, Ops Manager)	Wayne Morrison
0.7	Sep 23, 2017	Shining Waters Council review	Jennifer Gingrich
1.0	Sep 28, 2017	First Release	SWC
1.1	Nov 10, 2017	Add Governance paragraph and feedback from Dave Osborne, COSC Operations Manager	Wayne Morrison