

# GROUP TREASURER'S TIPS & CHECKLIST

## THE ROLE

Accountable to: Group Committee Chair  
Average Time Required: 6-8 hrs per month

### Duties

- Keeps a record of all financial transactions for the group
- Prepares financial statements and reports and provides them at the monthly and annual Group Committee meeting or as required
- Checks all section books to ensure accounts balance and financial standards are followed. This is usually done at the monthly Group Committee meeting.
- Arranges for an annual audit of the books of each section and the Group Committee
- Assists the leaders in the preparation of the annual budget for their section and prepares an annual budget for the Group Committee
- Arranges for adequate insurance on group equipment and property
- Serves and advises various committee members and Leaders on financial matters and fundraising
- Is acquainted with Group, Council and National policies regarding finances and fundraising

### Qualifications

The Treasurer should have a working knowledge of bookkeeping procedures, the ability to keep precise and accurate records and be able to prepare clear, comprehensive financial statements. Ability to relate well to others and work as a part of a team is also important.

## YEAR END REPORTING REQUIREMENTS

At the end of each Scouting year (August 31) the Group Treasurer must prepare annual financial statements for the Group (including the sections) and have them reviewed. These statements are to be provided, **by October 15**, to the London Service Centre (Scouts Canada - 531 Windermere Rd., London, ON N5X 2T1). A copy should also be provided to the Group's partner. The financial statement should include bank balances and locations and account numbers for any Section or Group bank accounts. An Annual Statement format is provided for your use.

cont...

# TREASURERS CHECKLIST

## Set-up

- Are all Group/Section bank accounts under the name of 'Scouts Canada - XYZ Group/Section'?
- Do all Group/Section bank accounts have at least 2 signing officers as required by Bylaws, Policies & Procedures
- Does the Group have written procedures on items such as Leader Uniform reimbursement, paying for Leader training, fundraising, equipment purchases, Leader registration and camp fees, Section funds at year end, etc.?
- Has the equipment inventory (prepared by the quartermaster) been reviewed and sufficient insurance (fire, theft & vandalism) been purchased for equipment and property owned by the Group?

## Budgets & Fundraising

- Have the Section budgets been set and handed in to the Group for approval?
- Using the Section budgets, has a Group budget been set and approved?
- Has appropriate approval been given for fundraising activities such as - Section activities approved by the Group Committee; Group activities approved by the Partner and Area/Council?
- Are activity budgets developed for each activity and presented to the Group Committee for approval
- Has the Group recruited coordinators for the Scout Popcorn and Hot Chocolate Fundraisers and Scoutrees?

## Reporting

- Does the Treasure check the Section books monthly to ensure that accounts balance and receipts are on hand?
- Does the Treasurer report monthly to the Group Committee with a financial statement of income and expenses?
- Are receipts given out for any income received and collected for any expenses?
- Is a reconciliation done monthly to ensure the bank statement balances with the Section/Group books?
- Does the Section/Group keep an organized file with bank deposit book, bank statements/passbook, cancelled cheques, cheque stubs, receipts for purchases, a receipt book for income, copies of previous financial statements and copies of Group and Council financial policies?

## Donation/Charitable Receipts Procedures

- If your Group receives a monetary donation and the donor requests a Charitable Tax receipt, the donation must be forwarded to the London Service Centre (cheques made payable to 'Scouts Canada') where the funds will be deposited. An Charitable Tax receipt issued to the donor and a cheque will be forwarded to the Group for the amount of the donation.
- To comply with Revenue Canada requirements, the donation must be processed through the Council's books in order for a Charitable Tax receipt to be issued.

## Audits

- Does the Treasurer arrange for Section books to be audited at least once a year and receive a copy of the year-end financial statements?
- Does the Treasurer arrange for an annual audit of the Group's books?
- Does the Group forward a copy of the year-end financial statements to the Area and Group Partner?
- Financial statements **do not** have to be audited by a professional accountant. A simple review by 1 or 2 people independent of any signing authority is all that is required. The audit is to ensure that the statements reflect the financial operation of the Group and that standard bookkeeping practices are maintained. A local accountant, bookkeeper, bank manager etc. is often quite willing to do this for Scouting at no charge if your records are in good order. When auditing the books, the reviewer will need to have **all** the Treasurer's records.