

a guide for administrators

Supporting
The Group Treasurer
– a guide to the role



Adult Support

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Supporting the Group Treasurer - a guide to the role

CONTENTS

◆ The Group Treasurer s role	2
◆ Who can help you get started?	3
◆ Your key colleagues	4
Key elements of the role:	
◆ Comply with the rules of the Scout Association and the laws of the land relating to finance	5
Policy, Organisation and Rules	
Trusteeship and the Charities Act	
Scrutiny, independent examination or audit of accounts	
◆ Produce an annual budget following consultation with the Group Scouters Meeting	6
◆ Monitor the Group s income and expenditure against the approved budget	6
◆ Collect the Membership Subscription and forward it to the District Treasurer	7
◆ Receive and account for all monies in the Group	7
Keeping the accounts	
Banking	
Receiving money	
Making payments	
◆ Ensure that floats held by others are properly accounted for	8
◆ Ensure that accumulated funds are invested	8
◆ Ensure that proper inventories and insurance of Group property and equipment are maintained	8
Insurance	
Insuring Group assets	
Inventories	
◆ Keep in contact with the District Treasurer	9
◆ Other topics:	9
Membership of the Scout Association	
Fund raising	
Sponsorship	
Benefiting from Tax	
The Annual General Meeting	
◆ Other sources of help:	10
◆ Understanding Scouting language	11
◆ The structure of the Scout Group	12

This booklet is designed to help those who become involved as Treasurer of a Scout Group get started.

It is not designed as a technical guide but to point you in the right direction in the first few weeks and months.

Policy, Organisation and Rules of The Scout Association (POR) is referred to in this booklet.

It contains the up to date rules of The Scout Association.

Supporting the Group Treasurer

- a guide to the role

Congratulations on becoming the Group Treasurer. It is an extremely important role in Scouting and I hope that you will enjoy it.

This booklet is designed to help you get started and point you in the right direction in the first few weeks and months.

If you are very new to Scouting you may well find it useful to read the 'jargon buster' *Understanding Scouting language* first. You will find it at the end of this booklet.

THE GROUP TREASURER'S ROLE

The key aspects of the Group Treasurer's role are to:

- ▶ produce an annual budget following consultation with the Group Scouters Meeting
- ▶ monitor the Group's income and expenditure against the approved budget
- ▶ collect and forward the Membership Subscription to the District Treasurer
- ▶ receive and account for all monies in the Group (including from Sections) paying out only as authorised by the Group Executive Committee
- ▶ ensure that floats held by others are properly accounted for
- ▶ ensure that accumulated funds are invested
- ▶ ensure that proper inventories and insurance of Group property and equipment are maintained
- ▶ keep in contact with the District Treasurer
- ▶ comply with the rules of the Scout Association and the laws of the land relating to finance

How did you become the Group Treasurer?

In constitutional terms you were nominated and seconded before being elected by the Group Council. I expect that before hand there was some discussion with you and even some mild persuasion. You may even be reading this booklet because you have nearly been persuaded and want to find out a little more.

What are you Treasurer of?

You are Treasurer of the Group Council and the Group Executive Committee.

The Group Council exists to support Scouting locally. The Group Scout Leader and the Group Executive Committee are accountable to the Group Council.

In reality the Group Council meets just once each year. This meeting, the Annual General Meeting, is usually held in May, but must be held within 6 months of the Group's financial year end. It receives annual reports and sets up the Group Executive Committee.

Membership of the Group Council is open to all the Leaders, Appointed Helpers and others who work directly with the Group's young people together with the parents of those young people. Venture Scouts and Patrol Leaders are also members as can be former Scouts and their parents. Indeed it is possible, and highly desirable, to include all of those who support the Group.

How does the Scout Group work?

The Group Scout Leader leads the Scout Group and has a team of key people to help.

The uniformed Section Leaders each lead their team of assistants and helpers together with the young people in their section. Together they are responsible for the delivery of the programme for the young people who are members. Their work is co-ordinated through the Group Scouters' Meeting which includes all the Section and Assistant Leaders. The Group Scout Leader chairs this meeting.

You, the Group Treasurer work closely with the Group Chairman who leads all of those who provide help and support to the Group in other ways. An important job and one which clearly needs sound financial support.

Why do we need a Group Executive Committee?

The Group Executive Committee which exists to manage the Scout Group supports the Group Scout Leader and is responsible for:

- ▶ the maintenance of Group property
- ▶ the raising of funds and the administration of Group finance
- ▶ the insurance of persons, property and equipment
- ▶ Group public occasions
- ▶ arranging accommodation and assisting to find camping grounds
- ▶ assisting in the recruitment of Leaders and other adult support
- ▶ appointing any sub-Committees that may be required
- ▶ appointing Group Administrators and advisors other than those who are elected.

Who are members of the Group Executive Committee?

Membership of the Group Executive Committee includes members who are ex officio members, nominated members, elected members and co-opted members. This sounds rather complicated but the list looks like this:

Ex officio members:

- ▶ The Group Scout Leader
- ▶ The Group Chairman
- ▶ The Assistant Group Scout Leader
- ▶ All Section Leaders
- ▶ The Group Secretary
- ▶ The Group Treasurer
- ▶ The Sponsoring Authority or nominee

◀◀ That s YOU ◀◀

(sponsored Groups only)

(The District Commissioner and the District Chairman have right of attendance)

- ▶ Members of the Group Council nominated by the Group Scout Leader:

Usually parents so that a parent of a young person from each section is involved.

- ▶ Members elected by the Group Council:
Members of the Group Council elected to the Executive Committee
- ▶ Members co-opted by the Executive Committee:
- ▶ Other people who the Group Executive believe are important to the committee's work.

That sounds like quite a good team to work with. But remember they will be looking to you for sound financial support.

WHO CAN HELP YOU GET STARTED?

The Group Chairman

A good place to start, after all one of their key responsibilities is to lead the team who provide the administrative and financial support for the Group.

Your relationship with the Group Chairman is going to be crucial to the success of both of your roles, so you need to talk it through.

You both need to understand:

- ▶ the responsibilities of your own and each other's roles

You need to understand:

- ▶ about the Scout Group
- ▶ the Group Chairman's priorities
- ▶ the Group Chairman's preferred methods of working

The Group Chairman needs to understand:

- ▶ your need for information
- ▶ your ideas about how you intend to do the job
- ▶ how they can support you

The Group Chairman will be able to provide you with a vital tool for your role; 'Policy, Organisation and Rules', (**POR**).

This book sets out the structure and rules of the Scout Association and defines the responsibilities of all who have roles within it. It recognises that Scouting happens principally in Scout Groups and so emphasises the importance of your role, the Group Treasurer. It sets out the Accounting and Audit requirements for Scout Groups.

Your predecessor - the retiring Group Treasurer

Hopefully your predecessor is available so that they can hand over the reins. Whether they did the job for a long or short time they still have the experience of their term of office. It would be silly to waste it.

Arrange to meet with them so that the hand over can be smooth both for you and all the other people involved. There will be some records that you will need to collect, in particular account books and records of assets and investments.

Your predecessor may well be the best person to introduce you to the key players.

You may well have your own ideas, I hope you have, about how you wish to fulfil your role but remember that change can be unsettling for people. A good understanding of the current situation is essential even if your way of proceeding is likely to be very different to the past.

The District Treasurer

One of the main responsibilities of the District Executive Committee is to 'supervise the administration of Groups, particularly in relation to finance'. The District specialist in finance is the District Treasurer so this is very much someone with an interest in helping you to fulfil your role

There is clearly a need to establish a working relationship so that you know what is expected of you by the District. What is more important is that you have an ongoing source of help and advice.

The District Treasurer will also be in a position to introduce you to other Group Treasurers in the District. Another source of support.

An experienced Group Treasurer from another, nearby, Group

Having someone to talk to who:

- ▶ understands your situation
- ▶ has experience of similar situations
- ▶ but who is not directly involved

is frequently helpful. If such a person is nearby, either physically or on the phone, and someone to whom you easily relate you have a wonderful support.

The Group Treasurer of a nearby Group fits the bill. You may need to be selective as you need someone who is on your wave length, not just the nearest.

They will have been new to the role at sometime and so will have an understanding of your needs. You even have something to offer them in the freshness that you bring by being new.

The bank

It is useful to check regularly with the bank to ensure that the Group's accounts are the ones which best fit the needs of the Group.

THE KEY COLLEAGUES IN THE TEAM

The Group Chairman

The Group Chairman is nominated to:

- ▶ work closely with and support the Group Scout Leader
- ▶ lead the team who provide sound administrative and financial support to the Group
- ▶ maintain and develop the Group as part of the community
- ▶ keep in touch with the Scout District

The Group Secretary

The Group Secretary is elected to act as secretary to the Group Council and the Group Executive Committee to:

- ▶ provide sound administrative support to the Group
- ▶ make available to members of the Group information received into the Group
- ▶ keep in contact with the District Secretary
- ▶ keep such records as the Group Scout Leader and Group Chairman require

The Group Scout Leader

Whilst the Group Treasurer will principally work with those who support the Scout Group there will be situations when you will need to work directly with the uniformed Leaders. This will particularly stem from your role in ensuring that funds allotted to Sections are properly accounted for and that monies do not accumulate in such accounts.

It is important that in doing so you are aware of the Group Scout Leaders priorities and preferred working methods. You should also keep them well informed of your dealings with the Sections.

Working relationships

It goes without saying that if you are to do your job well you all need to work as a team with a very good understanding between you all. Good relationships do not just happen they need to be formed.

A meeting, with each, soon after you become Group Treasurer, or whenever there is a change of holder of one of these key roles, is a sound start. It will give you the opportunity to:

- ▶ be clear about each others role
- ▶ decide how you can best work together.

Remember that by working together and combining your strengths you will each receive support and be able to do a better job.

You may find that a meeting of the Group Scout Leader, Group Chairman, Group Secretary and yourself would help to put everyone's role into context.

KEY ELEMENTS OF THE ROLE

We have already listed the key elements of the Group Treasurer's role:

- ▶ produce an annual budget following consultation with the Group Scouters' Meeting
- ▶ monitor the Group's income and expenditure against the approved budget
- ▶ collect and forward the Membership Subscription to the District Treasurer
- ▶ receive and account for all monies in the Group (including from Sections) paying out only as authorised by the Group Executive Committee
- ▶ ensure that floats held by others are properly accounted for
- ▶ ensure that accumulated funds are invested
- ▶ ensure that proper inventories and insurance of Group property and equipment are maintained
- ▶ keep in contact with the District Treasurer
- ▶ comply with the rules of the Scout Association and the laws of the land relating to finance

It is now time to explore each in more detail.

The information which follows is not intended to be a technical guide to the role of Group Treasurer. It is intended to provide an overview of the issues so that you are not caught unawares and so that you can ask the right questions.

COMPLY WITH THE RULES OF THE SCOUT ASSOCIATION AND THE LAWS OF THE LAND RELATING TO FINANCE

I have placed this element first as it impacts on the way that the whole role is undertaken.

POLICY, ORGANISATION AND RULES (POR)

This contains the rules of The Scout Association. They are designed with the benefit of a great deal of experience to ensure that Scouting remains on a sound footing.

The rules are in places complex and you should not be afraid to ask for interpretation. Do not however think that you know better and 'do your own thing'.

'POR' includes details of the requirements of Group Treasurers and specific information about accounting and auditing requirements.

It is essential to ensure that you are referring to an up to date copy. Amendments are published periodically.

TRUSTEESHIP AND THE CHARITIES ACT

Members of the Group Executive Committee are the 'Charity Trustees' of the Scout Group. This places responsibilities on them to comply with the law in this respect.

The Charity Commission (01823-345000) provides useful supporting information. You might consider obtaining a copy of either :-

"Responsibilities of Charity Trustees" (CC 3) or,
"Responsibilities of Charity Trustees - A Summary" (CC 3a)

This "Summary" is on a single sheet of A4 and very easy to read.

Some of the points which they make are :-

"They (i.e. trustees) should exercise the same degree of care in dealing with the administration of their charity as a prudent businessman would exercise in managing his own affairs or those of someone else for whom he was responsible.

If trustees act prudently, lawfully and in accordance with their governing document, and do not commit the charity to debts which amount to more than its assets, then any liabilities they incur as trustees can be met out of the charity's resources.

Trustees must act jointly in administering a charity."

The Group Executive Committee is not, for example, in a position to decide to take a chance and save money by not insuring group property. They have an ongoing and personal responsibility.

Policy, Organisation and Rules 'POR' sets out the details. Up to date information is available from the Scout Information Centre.

The Group Treasurer is responsible for ensuring that the accounting practices of the Group conform to the obligations imposed by the Charities Act.

The details are contained in the 'Statement of Recommended Practice Accounting by Charities' (SORP) and are incorporated into the Association's POR.

The Charities Act does not apply to Scotland where there is separate legislation.

SCRUTINY, INDEPENDENT EXAMINATION OR AUDIT OF ACCOUNTS

Both the Charities Act and POR detail the minimum requirements for the scrutiny, independent examination or audit of accounts. In some cases POR places a more stringent requirement than the law.

It is no longer sufficient to rely on a friend or someone from work looking over your accounts. There are specific requirements based on levels of turnover which in some cases actually specify the qualifications required.

Do ask, you may find that there is someone in the Group who is qualified to carry out this task. Remember that they will need to be sufficiently independent, it would not be sensible to use a member of the Group Executive Committee.

PRODUCE AN ANNUAL BUDGET FOLLOWING CONSULTATION WITH THE GROUP SCOUTERS' MEETING

&

MONITOR THE GROUP'S INCOME AND EXPENDITURE AGAINST THE APPROVED BUDGET

Acting as Treasurer is all too often seen as a reactive role taking in money when it is raised and paying it out when bills arrive. This may work for a while but sooner or later the bill will arrive before the funds.

All the Sections in the Group will have active programmes and ideas, a good many of which will cost money. I hope also that the Executive Committee will have ideas to raise money. A budget will map out everyone's plans and ensure that they

balance. It will ensure that you are not faced with the embarrassment of having to say that there are not enough funds to pay a bill.

Typical sources of income will be:

- ▶ Annual Membership Subscription
- ▶ Weekly/Monthly subs within the Sections
- ▶ Fund raising

(and, if you are fortunate)

- ▶ Grants
- ▶ Donations
- ▶ Sponsorship
- ▶ Interest on investments
- ▶ Tax reclaimed (see Other topics)

Typical expenses will be:

- ▶ Annual Membership Subscription
- ▶ Activity expenses for the Sections
- ▶ Subsidy of major events by Sections
- ▶ Expenses to Leaders and supporters
- ▶ Adult Training fees
- ▶ Insurance
- ▶ Purchases of equipment
- ▶ Costs of meeting place(s)

this could simply be rent if you use other peoples premises or the costs of running your own Headquarters, including:

- ▶ Rates
- ▶ Insurance
- ▶ Gas and electricity
- ▶ Water
- ▶ Repairs
- ▶ Cleaning

Remember to include when income is likely to be received and when outgoings are likely to occur. It is no good having a budget which balances out by the end of the year if you have been in the red for much of the period.

The annual budget should be approved by the Group Executive Committee.

It is important to accept that it is the Group Scouters' Meeting which decides both the programme for the young people and the need for equipment. The role of the Group Executive Committee is to resource the needs. If the needs are beyond the resources available it must be the Group Scouters' Meeting and not the Executive Committee which decides the programme and equipment priorities.

COLLECT AND FORWARD THE MEMBERSHIP SUBSCRIPTION TO THE DISTRICT TREASURER

The Scout Association carries out an Annual Registration and Census each January. This is used as the basis for the collection of the Membership Subscription. A Scout Group will be expected to pass to the District Treasurer the amount due during April. There is usually a discount for prompt payment.

In addition to the National Membership Subscription there are likely to be elements for both the District and County or Area.

Groups will operate different policies with regard to how this money is raised. It could be:

- ▶ part of a regular weekly or monthly subscription paid by members
- ▶ paid annually by members
- ▶ raised as part of general Group fund raising.

The key point to remember is that the money has to be paid as it secures membership and the associated benefits such as insurance for the coming year.

RECEIVE AND ACCOUNT FOR ALL MONIES IN THE GROUP (INCLUDING FROM SECTIONS) PAYING OUT ONLY AS AUTHORISED BY THE GROUP EXECUTIVE COMMITTEE

KEEPING THE ACCOUNTS

The key message is to do so in a planned and methodical way. It is very much a case of starting the year off in a way which will make it easy to finish. It is not practical to change part way through.

Accounts from previous periods will give you a guide of the typical headings for income and expenditure. Use a good analytical account book, allowing some spare space for new headings. Don't be tempted to make do with something which is unsuitable.

Keep the accounts up to date. Where ever possible make entries at the time and certainly within 24 hours. The longer you leave it the more likely that you will forget something.

The Scout Information Centre can provide details of recommended forms of accounts.

Statements of account and all accounting records must be preserved for at least six years from the end of the financial year in which they are made.

BANKING

The Group will require a bank account as it is forbidden for Group money to be held in the private bank accounts of individuals.

You are likely to need a current account and some form of investment account for money not immediately required. Do not be tempted have more bank accounts than you need as this will only make your job more complicated.

The Group bank account(s) must be operated by the Group Treasurer and other persons authorised by the Group Executive Committee and on TWO signatures.

The requirement for two signatures on each cheque exists to safeguard both Scouting and you the individual. This requirement is in your governing document, POR, and in Charity Commission instructions. Members of the Group Executive that fail to operate the system correctly may (in their capacity as Trustees) find themselves personally liable for any losses. One of the commonest causes of large embezzlements of Scout Group funds is trustees not using the two signatures system sensibly or honestly.

It is good practice to arrange for monthly statements. These should be checked against the account book so that any error is spotted quickly.

RECEIVING MONEY

All monies received should be paid into the Group's bank account on receipt. The only exception being when an immediate payment is required to be made in cash.

You will need to hold cash briefly and so a good solid cash box will ensure that there is no risk of Group and personal money becoming mixed up.

Always issue a receipt from a duplicate receipt book, numbering the receipt. Your copy will act as a point of reference should you or others need to raise a query. Include sufficient details on the receipt or accompanying documents so that the end of year checks can be made easily. Include the receipt number against the account book entry.

Making payments

You may only make payments authorised by the Group Executive Committee.

Payments will usually be made by cheque against a supporting document. This may be a bill, receipt or letter. Discourage cash payments as payments through the bank account are a great deal easier to track. If you do need to make a cash payment you will need a signed receipt.

It is again good practice to number each payment document and enter the number against the entry in the account book. Keep all the documents in order, batching them by month can be useful. Remember that at the end of the year the audit is going to go through all the paper.

ENSURE THAT FLOATS HELD BY OTHERS ARE PROPERLY ACCOUNTED FOR

Floats held by others will inevitably make your job more complicated. They will, however, be inevitable unless you are going to be available everyday to receive and pay out money.

Each of the Sections is likely to need to operate a float. They will use this to take in weekly or monthly subscriptions from the young people in membership and to pay routine activity expenses.

The Group Treasurer should make arrangements to collect funds not immediately required, about monthly is sensible.

Each float holder is responsible for keeping proper records which must be produced at the request of the Group Treasurer. They should be inspected at least once during each three month period.

ENSURE THAT ACCUMULATED FUNDS ARE INVESTED

Funds not immediately required must be transferred onto a suitable investment account held in the name of the Group.

This is only sensible so that Scouting benefits from any interest which can be earned. Remember to ensure that the account is designed for a charity so that unnecessary tax is not paid.

If the sums involved are large or the investment period is likely to be long you should take advice. Many Counties or Areas can help in this respect and Headquarters runs approved schemes.

ENSURE THAT PROPER INVENTORIES AND INSURANCE OF GROUP PROPERTY AND EQUIPMENT ARE MAINTAINED

INSURANCE

Insurance can be a complicated topic and it is important to use up to date information and not to make assumptions.

Some insurance is provided by Headquarters as part of the Groups registration. Full details are included in 'POR'. The key policies are:

Personal Accident and Medical Expenses Policy

This covers the Groups Membership as shown on the Annual Census Return during normal activities. Cover does not include:

- ▶ visits abroad
- ▶ non-members such as supporters

Arrangements can be made to include these situations and to supplement the basic level of cover.

The Scout Association Legal Liability Policy

This covers Leaders and others in charge of young members whilst discharging their responsibilities against claims made alleging legal liability. It also covers those responsible for the organisation and running of Scout fund raising events in the same way.

The policy does not cover legal liability relating to motor vehicles, aircraft or boats.

Headquarters can arrange suitable insurance if required. Up to date information is available from the Scout Information Centre.

INSURING GROUP ASSETS

Besides any money in the bank the Group is likely to have other assets. These may include:

- ▶ property
- ▶ equipment
- ▶ motor vehicles
- ▶ contents and fabric of rented meeting places

It is the Group Treasurer's responsibility to ensure that proper inventories are maintained and insurance arranged.

Insurance should expressly cover equipment when it is:

- ▶ in use
- ▶ in transit
- ▶ in storage.

Take care to ensure that 'in storage' covers where the item is actually kept, especially if it is not in the Group stores.

INVENTORIES

An inventory is the basis of proper insurance. It sets out what is to be insured and can be used to determine the value of each item.

Any inventory will become out of date with the passage of time. Like financial accounts it is good practice to update the inventory at the time of every change.

In the case of equipment it makes good sense to include where each item is kept and if not in the Group stores who is responsible for its safe keeping.

If the Group has appointed a Quartermaster the role of the Treasurer will be easier provided there is good liaison.

KEEP IN CONTACT WITH THE DISTRICT TREASURER

An open dialogue with the District Treasurer means that the Group is always well informed and situations can be identified early so that they never grow into problems! It also makes it easier to make the call for help if you are in regular contact.

OTHER TOPICS

MEMBERSHIP OF THE SCOUT ASSOCIATION

Members

Young people who join and adults who hold warranted appointments are Members of the Scout Association. They make the Promise and pay Membership subscriptions.

Additionally adults who are 'warranted' make a Membership declaration. Those with unsupervised access to young people are subject to vetting procedures. Other adults may become Members. Members can wear uniform.

Associate Members

Other adults involved in Scouting may also become Associate Members. This involves signing a declaration and paying the Membership subscription.

Members of Group Executive Committees are encouraged to become Associate Members.

FUND RAISING

One of the main responsibilities of the Group Executive Committee is the raising of funds.

It must go without saying that fund raising must remain within the law. There are laws which govern:

- ▶ house and street collections
- ▶ lotteries and gaming
- ▶ the use of children and young people
- ▶ the sale of alcohol

Policy, Organisation and Rules 'POR' provides a good deal of information. Besides the law of the land it is also important to stay within Scouting's rules.

Scouting's rules exist for two reasons. First, to protect the Association and its image. Second, to ensure that fund raising is co-ordinated and that Scouting does not compete with itself for funds.

SPONSORSHIP

Before making any approach to any potential sponsor the District Commissioner must be consulted.



Benefiting from Tax

It is possible for Scouting, as a charity, to benefit from the tax paid on monies paid to it by individuals.

It costs the individual nothing but does involve Treasurers in some administration.

The two main schemes are:

▶ Gift Aid
(tax relief on single cash gifts to charities)

▶ Deeds of Covenant
(tax relief on regular payments such as Membership Subscriptions)

In both cases there is a simple form for the donor to complete which the Group use to claim the tax from the Inland Revenue.

THE ANNUAL GENERAL MEETING AGM

A Scout Group is required to hold an Annual General Meeting of the Group Council within six months of the end of the financial year to:

- ▶ approve the Annual Report of the Group Executive Committee, including the annual statement of accounts
- ▶ approve the Group Scout Leader's nomination of Group Chairman and nominated members of the Group Executive Committee
- ▶ elect a Group Secretary and Group Treasurer
- ▶ elect certain members of the Group Executive Committee
- ▶ appoint an auditor or independent examiner or scrutineer as require by the rules.

The Group Treasurer clearly has a part to play and will need to be well prepared. The accounts for the year should be agreed by the Executive Committee before the AGM.

Having copies of the accounts available for people to look at will mean that it is not necessary to spend a great deal of time presenting the detail. Do, however, be prepared to answer questions. Some people see it as their duty to ask the treasurer a question!

You should also remember that if you are to continue in the role of Group Treasurer the meeting will have to re-elect you.

OTHER SOURCES OF HELP

PEOPLE

We have already listed several people who can give you help. These were chiefly those in your own Group and the District Secretary.

Similar structures exist for the County or Area of which your District is part. There is also the Association's Headquarters which is home to a wide range of specialists who are there to help.

You may also find that there are other local organisations, also working with young people, who have particular expertise. It is worth remembering that we can work with and not compete against these other organisations.

PUBLICATIONS

Scouting has a wide range of books, booklets and information sheets.

Scouting also has a monthly publication 'Scouting Magazine' dedicated to all of those who support Scouting. You can buy it through your newsagent or arrange a subscription.

The Scout Information Centre can supply you with the details of the most up to date information.

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Understanding Scouting language

Abbreviations, terms and jargon

To a newcomer, Scouting can seem to have a language all of its own and far too many people talk in abbreviations, which can be a barrier to newcomers. This 'jargon buster' is designed to give you, the newcomer, a fair chance.

Group	The local unit of Scouting that will consist of one or more Sections and be led by a Group Scout Leader GSL .
Colony	A Beaver Scout Section that may be divided into small groups called Lodges .
Pack	A Cub Scout Section that will be divided into groups called Sixes , each led by a Sixer .
Troop	A Scout Section which will be made up of a number of Patrols , each led by a Patrol Leader .
Unit	A Venture Scout Section which will be managed by a Unit Executive Committee .

Each Section will have its own Leaders, usually a Section Leader supported by Assistant Section Leaders together with Appointed Helpers and Instructors.

BSL	Beaver Scout Leader
ABSL	Assistant Beaver Scout leader
CSL	Cub Scout Leader
ACSL	Assistant Cub Scout Leader

Leaders in the Cub Scout Pack use names drawn from Rudyard Kipling's Jungle Book. The CSL is called '**Akela**' and the Assistant Leaders use the names of other characters: **Baloo, Hathi, Kaa, Rikki** and so on.

SL	Scout Leader
ASL	Scout Leader

In many Troops it is traditional that the Scout Leader is called '**Skip**'.

VSL	Venture Scout Leader
AVSL	Assistant Venture Scout Leader

The terms **Leader** and **Scouter** are both used to describe adults who hold a **Warrant**. The Warrant is the appointment card that is given to those who accept the appointment as a uniformed Leader. Such appointments are made by the Scout District.

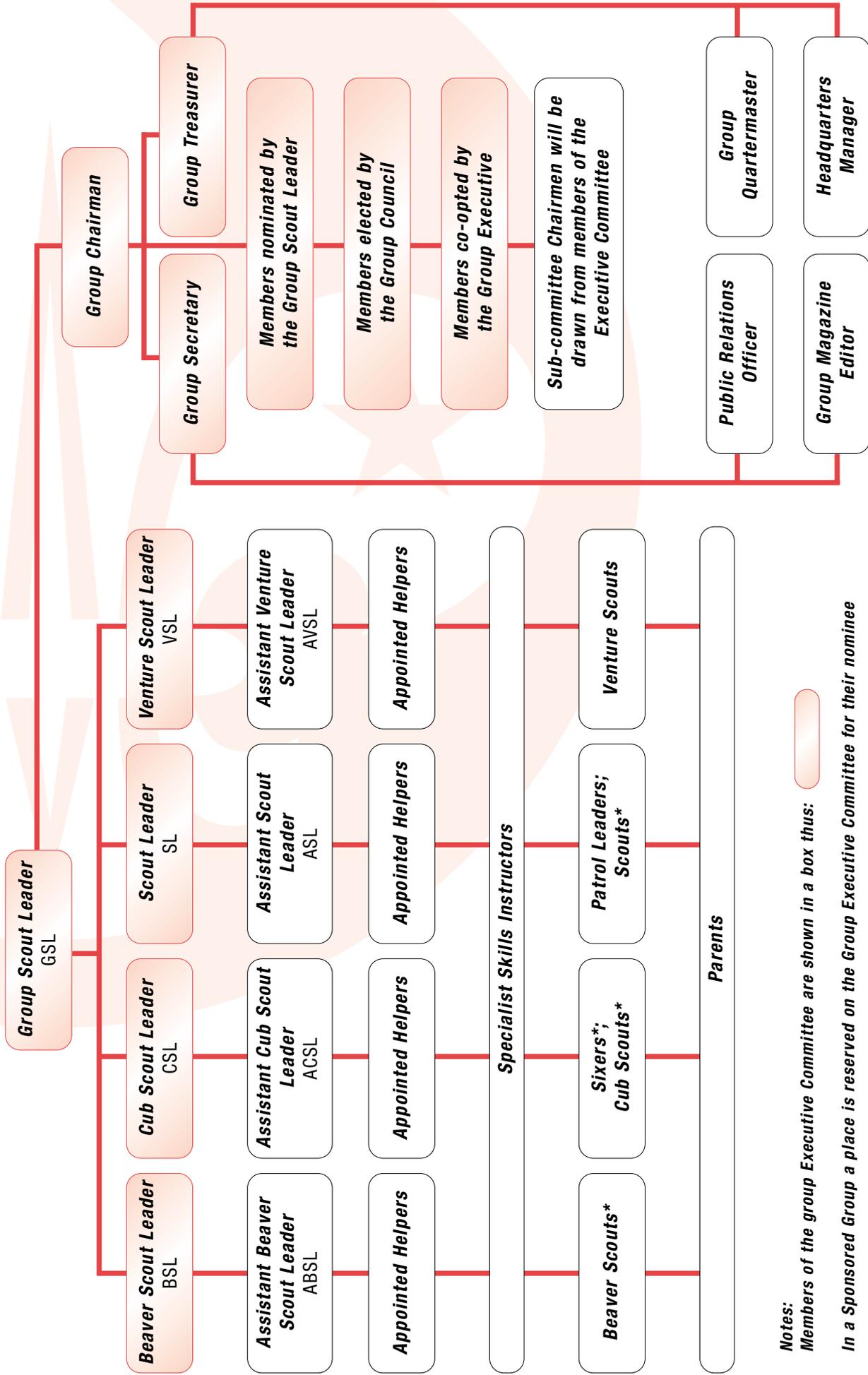
Other adults may be Appointed Helpers or Skills Instructors. Helpers usually provide general help to a Section on a regular basis whilst Skills Instructors provide more specialised support. Both are issued with Certificates of Appointment.

Besides the Leaders, the Group will have a team of other adults who provide support chiefly with administration and fund raising. These will be led by a **Group Chairman**. The Group Chairman is strictly speaking the Chairman of the **Group Scout Council**. This meets annually as the **Group Annual General Meeting AGM** and includes all those, especially the parents, who are connected to the Group. The more routine management of the Group's affairs is conducted by the **Group Executive Committee**, often called **The Executive**. Some Groups are 'sponsored' by, for instance, a Church with the Minister acting as **Sponsoring Authority**.

Your Group will be part of a **District** which exists to provide support to and promote co-operation between Groups. The District will be led by a **District Commissioner (DC)**. The District Commissioner is likely to be supported by a team of **Assistant District Commissioners (ADC)**. These will each have specific responsibilities and thus hold appointments such as **Assistant District Commissioner (Cub Scouts) (ADC(CS))**. Districts look for their support to a **County (Area in Scotland and Wales)** which will be led by a **County or Area Commissioner (CC) or (AC)**. Similarly to the District there will be a team of **Assistant County/Area Commissioner (ACC) or (AAC)**.

Both Districts and Counties have Scout Councils and Executive Committees in line with the arrangements within the Scout Groups.

The Scout Group Structure



Notes: Members of the group Executive Committee are shown in a box thus:

In a Sponsored Group a place is reserved on the Group Executive Committee for their nominee

Everyone apart from the young people marked * are members of the Group Council.





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Amendment to 'Supporting the Group Treasurer'

The section on 'Benefiting from tax' (page 10) was written before the new Gift Aid Scheme was introduced in April 2000.

Gift Aid can now be claimed on membership subscriptions as well as single donations and the minimum donations level has also been removed.

Similarly, the Deed of Covenant scheme mentioned has been withdrawn.

There are also some further benefits for higher rate taxpayers.

For up to date information there is a factsheet called *Gift Aid for Membership Subscriptions* (FS190006) on Gift Aid available from the Scout Information Centre 0845 300 1818.

This factsheet can be downloaded for free from the Factsheet Library, visit:
www.scouts.org.uk/scoutbase

For further information please contact the Fundraising Department at Gilwell Park.

Jack Gilbert

Fundraising Manager

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