**Money Matters**

1. According to Scout Association rules the Group should directly administer ALL section funds, however the Group allows a concession for sections to do this themselves IF they abide by the rules/guidance set out in this document.
2. The same amount of Subs is paid by all Sections as agreed by the Group Exec Committee. At the moment that amount is £40 per head per term. Of that £40, £25 is paid to the Group Treasurer. This payment MUST be made at the end of each term and is in respect of all members of the section who were due to pay subs in that term (even if they have failed to pay). These sums are to cover the annual capitation that the Group has to pay for HQ, County & District admin, insurances etc and to assist with meeting venue costs. The remainder of the subs is retained in the section for use for section expenses (activities, weekly supplies etc) – but see 6 below
3. Leaders do not pay subs; the Group funds Leaders capitation costs.
4. The Group policy on payment of subs is that any individual who has not paid the amount due by the half-term after it falls due is to be excluded until they have paid. Anyone with difficulties paying (ie money troubles at home) can ask for a discount (up to 100%). The way this is dealt with is for them to speak with the relevant section leader and the section leader to speak with the GSL – these are the only two people who will know the identity of the child/parent concerned. The GSL will, if appropriate, ask the Group Exec to agree to a discount without revealing identities.
5. Sections should maintain a section bank account with a minimum of two out of three or four people as signatories. One of the signatories should be either the GSL or AGSL.
6. Sections are required to keep records of all income and expenditure and to provide copies of this information to the Group Treasurer at least annually (at the end of March) although at the end of each term would be helpful. During April each year sections (excluding the Explorers) will pay over to the Group Treasurer any sums in excess of £500 held in their accounts. If sections are holding prepayments for an activity or event planned for later in the year those sums can be excluded from the calculation. Any section may seek a one-off dispensation from the Group Treasurer and GSL to hold a greater sum if they are saving for a special purpose.
7. Any section failing to comply with the requirements set out above is liable to have the concession to run their own accounts withdrawn, their bank account closed and all of their finances administered by the Group.
8. Camps/activities – Sections are expected to make camps and other activities self-funding, but if unexpected costs are incurred a request can be made to the Group Exec for funding.