

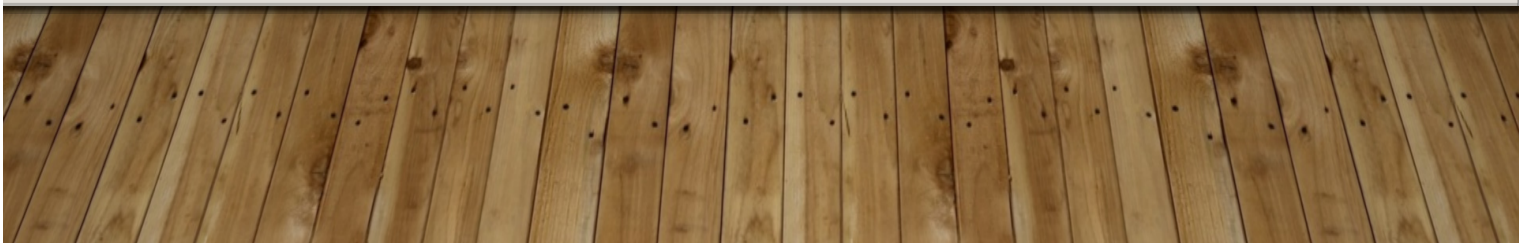
LAKE GINNINDERRA SEA SCOUTS GROUP MANAGEMENT WORKSHOP

29 JULY 2018

Schedule

- 13:30 Assemble - **All**
- 13:45 Branch Management (Budgets, Programmes, Fees, Insurance, etc) – **Steve Rowley**
- 14:00 LGSS Accounts – **Michelle Williams**
- 14:30 Scenario 1 – Getting new equipment
- 14:45 Scenario 2 – Obtaining a Group asset
- 15:00 Afternoon Tea
- 15:15 Scenario 3 – Budgeting for field activities
- 15:30 Scenario 4 – Managing Members' money
- 15:45 Scenario 5 – Disposing of equipment
- 16:00 Q&A, lessons learnt & matters to follow up
- 16:30 Disperse

This workshop will present some information and then consider a number of typical scenarios to apply current policies, processes and management principles in solving challenges.



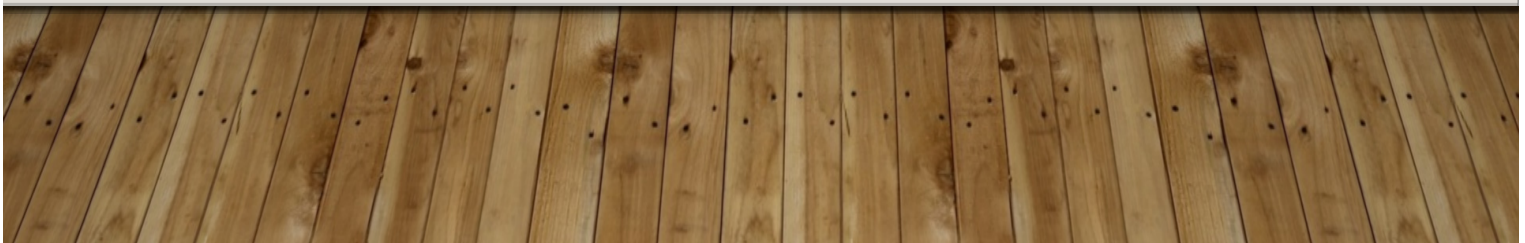
LAKE GINNINDERRA SEA SCOUTS GROUP MANAGEMENT WORKSHOP

29 JULY 2018

Objectives

The workshop will cover the following areas:

- the roles of leaders, the Group Council, and the Group Management Committee in ensuring that the scouting programme is well-supported with resources (funds, equipment, facilities and personnel); resource management principles and their application in practice;
- good practice in managing parent/carer money for activities and section programmes using the debit card system; and
- how the Group Council and Group Support Committee work together to produce excellent results.



XERO – FRONT SCREEN


LGSS Venturers High Interest  ⋮
032-713-201247

[Reconcile 2 items](#) Balance in Xero 4,009.54
Statement balance (Jul 27) 4,011.18



Jul 1 Jul 8 Jul 15 Jul 22 Jul 29

[New bill](#) 4 Draft bills 357.48
6 Awaiting payment 2,361.97
4 Overdue 1,894.40



Older 22-28 Jul This week 5-11 Aug 12-18 Aug Future

Venturers Card Account  ⋮
032-024-123706

[Reconcile 12 items](#) Balance in Xero 1,593.99
Statement balance (Jul 27) 1,229.49



Jul 1 Jul 8 Jul 15 Jul 22 Jul 29

Total cash in and out



February March April May June July

LGSS Scouts Card  ⋮
032-778-582415

[Reconcile 3 items](#) Balance in Xero 3,245.99
Statement balance (Jul 27) 3,008.94



Jul 1 Jul 8 Jul 15 Jul 22 Jul 29

LGSS Trading Account  ⋮
062-913-0090 0459

[Reconcile 1 items](#) Balance in Xero 15,155.96
Statement balance (Jul 28) 15,115.26



Jul 1 Jul 8 Jul 15 Jul 22 Jul 29

LGSS Cubs Card  ⋮
032-778-582407


[Reconcile 2 items](#) Balance in Xero 587.47
Statement balance (Jul 27) 571.57




Jul 1 Jul 8 Jul 15 Jul 22 Jul 29

LGSS Online Saver  ⋮
062-913-1093 7977


 Reconciled Statement balance (Jul 28) 10.28




Jul 1 Jul 8 Jul 15 Jul 22 Jul 29


LGSS Joeys Card  ⋮
032-778-582394


[Reconcile 1 items](#) Balance in Xero 282.16
Statement balance (Jul 27) 278.36



Jul 1 Jul 8 Jul 15 Jul 22 Jul 29

LGSS Boat Committee  ⋮
641-800-200752263

 Reconciled Statement balance (Nov 23) 445.84



Jul 1 Jul 8 Jul 15 Jul 22 Jul 29

Automatic bank feeds are available [Get bank feeds](#)

SCENARIO I

Getting new Camp Stoves

The Cub leaders are planning a 4 day camp in a nearby forest for 40 Cubs, 5 Leaders and 3 Adult Helpers.

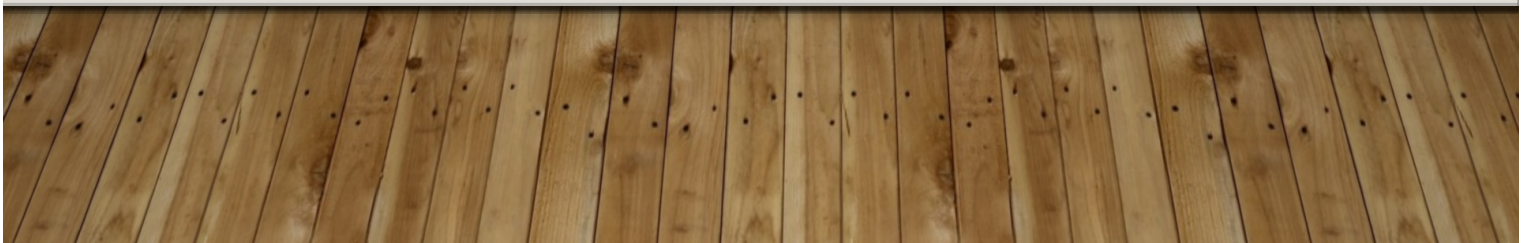
The Group has three Trangier Camp Stoves and three more are required. Trangier 25-2 stoves would be ideal. A quick scan of the Internet indicates a cost of around \$150 each.

The camp is in four weeks.



Problem:

What process should be followed?



SCENARIO I

Getting new Camp Stoves

1

- Check with the QM – how many does the Group hold, are they all OK?
- Raise at Group Council
 - does any other Section have the required stoves or a similar one?
- When is the next GC /GSC meeting? Is an 'out-of-session' decision required?
- Propose to the Group Council that the purchase of 3 stoves at an estimated cost of \$450 be approved.
- One of the Cub leaders undertakes to check with several potential providers to obtain quotes.

2

- GL raises this request at the next GSC meeting and provides the three quotes and details of potential providers who can get the stoves in time.
- GSC checks records to determine how many stoves the Group has on the books.
- If funds are available and no 'hidden' stoves are identified, approval is provided. Funds are transferred to the Cub Card.
- Who will purchase/collect?

3

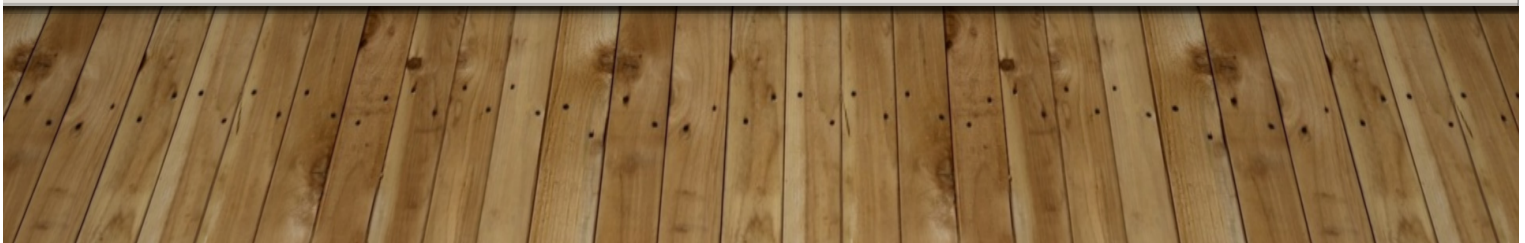
- Items are purchased.
- Items added to the Group Equipment Schedule.
- Tax receipts are obtained and passed to the Treasurer.
- The Treasurer updates Xero records (items are classified as Assets, depreciation rate is assigned and GST is flagged for refund (GST credits could be up to \$45).

4

- Camp is conducted.
- Stores are returned.
- Any damage / maintenance requirements are reported to the Quartermaster using the 'Damages' book (in the Group Office).

Considerations:

- Value for money
- Support of approved programmes of activity
- Funds are available
- Good record-keeping
- Control of assets
- Team-work



SCENARIO 2

Hall Hot Water Heater

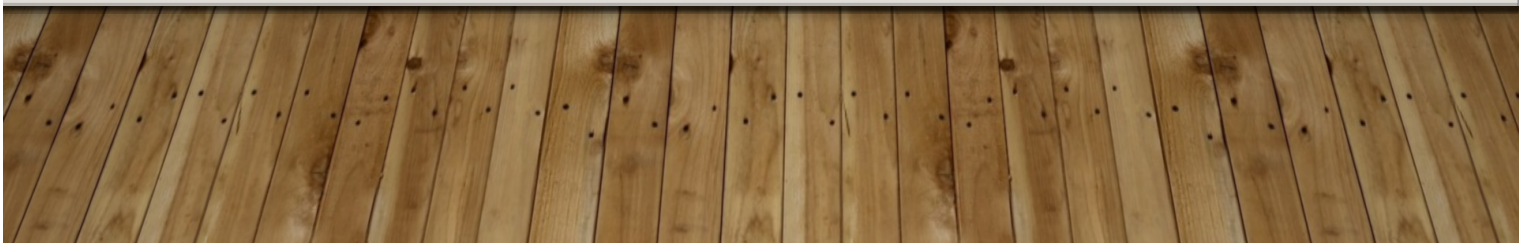
A Hall hirer reported that the hot water system appeared was leaking.

The Hall Hire Coordinator checked and identified a constant leak in the 25 year old system.

It is expected that the hall will be heavily used for the next six months, including the shower.

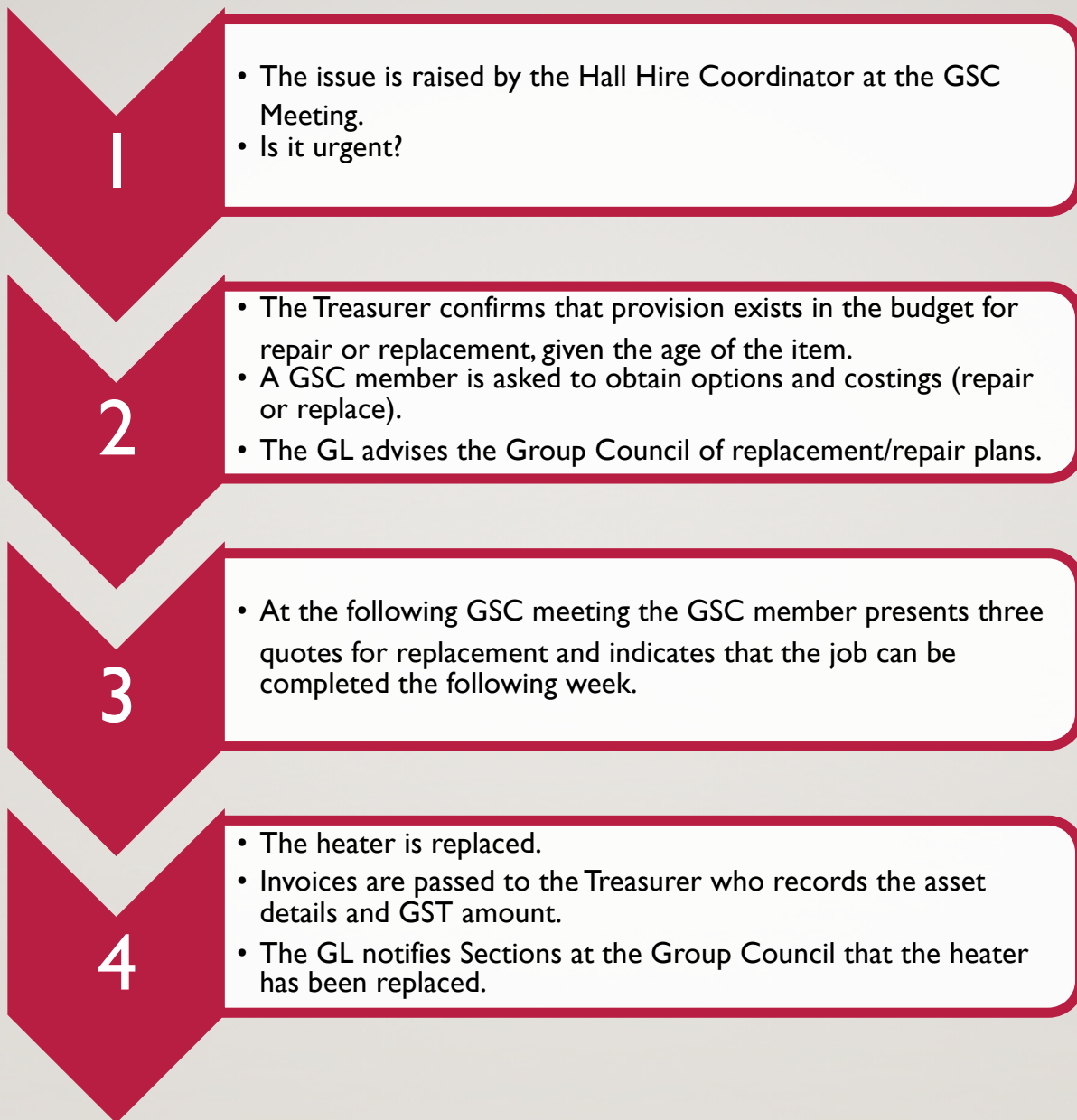
Problem:

What process should be followed?



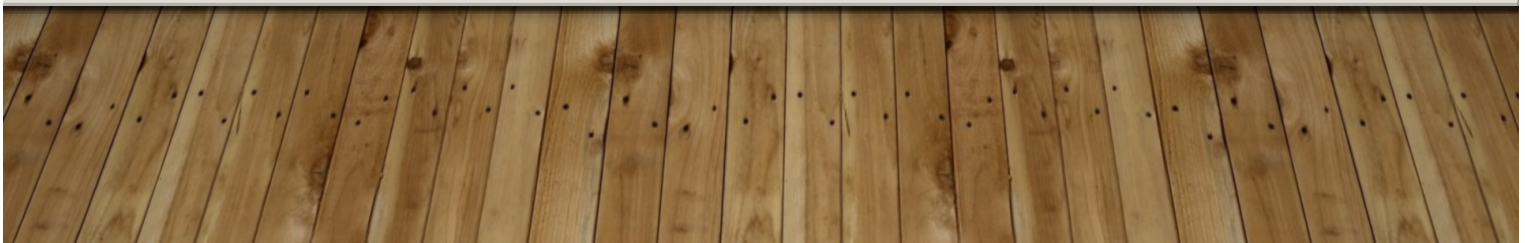
SCENARIO 2

Hall Water Heater Defect



Considerations:

- Value for money
- Support of approved programmes of activity
- Funds are available
- Good record-keeping
- Control of assets
- Team-work



SCENARIO 3

Scout Field Trip

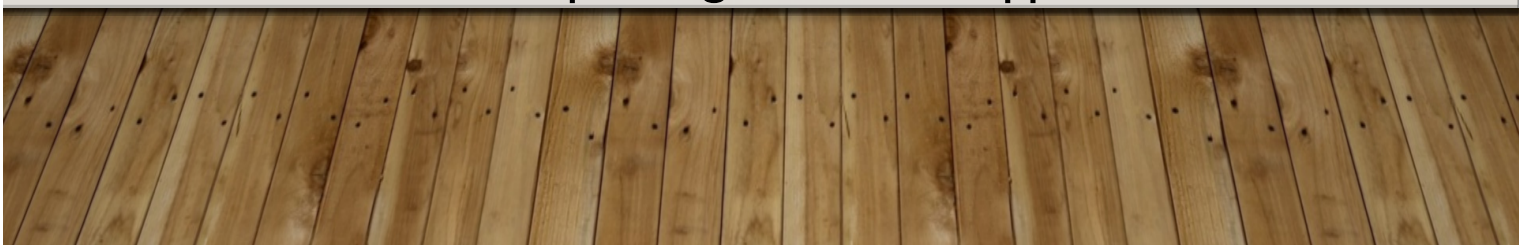
A three-day field trip is organised, based at a Scout Hall near Melbourne.

Two mini-buses (driven by the Adult Helper and one of the Leaders) and a private car (owned by a leader) will be used for transport.

The budget for the activity for 18 Scouts, 3 leaders and one Adult Helper is \$4400 (\$250 for each youth member). The costs include accommodation, fuel, vehicle hire, hall hire, food, admission costs, road tolls, a \$200 contingency, etc.

Issues:

1. The Scout Card Account holds \$250 in credit from a previous activity where there was an underspend. Could/should the \$250 be used to offset the costs of this trip?
2. One of the Leaders and the Adult Helper decide to leave the camp over dinner and go to a nearby restaurant. Given that this meal will replace the camp-meal, can the leader use the Scout Card to pay for the restaurant meal?
3. Three months after the trip the bus hire company advises a \$1250 speeding fine. What happens next?



SCENARIO 3

Scout Field Trip

1

- Activities are paid for by families of participants. Leaders and the Adult Helper costs are met from this budget.
- Parents/carers are advised of the cost to them and the basis for the calculation.

2

- All purchases are made with the designated Cub Card. Any use of cash must be documented.
- Receipts are maintained by one of the Adult team members throughout the activity and provided to the Treasurer on return.
- The Treasurer will reconcile the account and ensure GST is claimed.

3

- The costs to the Adult team members are met by the activity budget.
- Private costs of members are not part of the budget (ie the restaurant meals) – only the group activity costs.
- Provision to pay road tolls is part of the budget. To avoid additional charges, tolls need to be paid as they are incurred using the Cub Card.

4

- The Leader-in-Charge will maintain accurate records of driving duties etc.
- The speeding fine is a personal expense and the responsible driver must pay this. Note, corporate fines are very large but, if the driver can be identified, the usual speeding fine (\$245 in this case) will be charged. The Hire company may, however, add an additional processing charge.

Considerations:

- Value for money
- Support of approved programmes of activity
- Personal responsibility
- Good record-keeping
- Control of assets
- Transparency
- Fairness

SCENARIO 4

Managing Members' Money

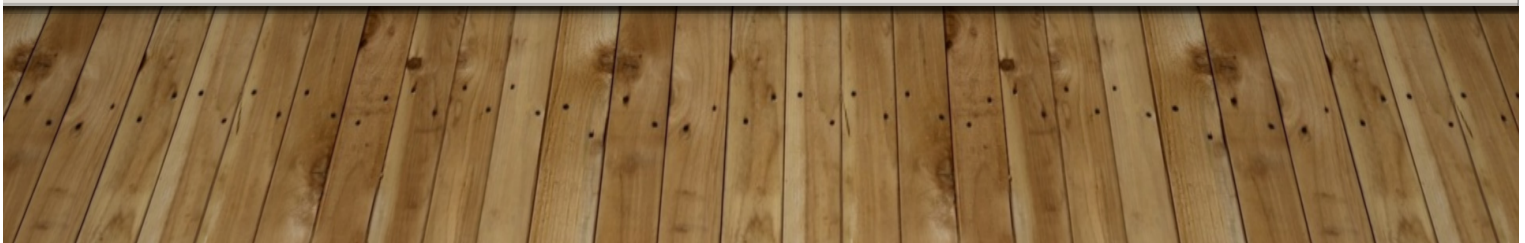
You are a Scout leader on a weekend field trip with 32 Scouts. The budget had allowed for food, transport and a small contingency and parents/carers had been asked to pay \$52 for each youth member.

There was a provision in the budget for leaders' meals.

On the way home the trailer tire bursts and needs to be replaced.

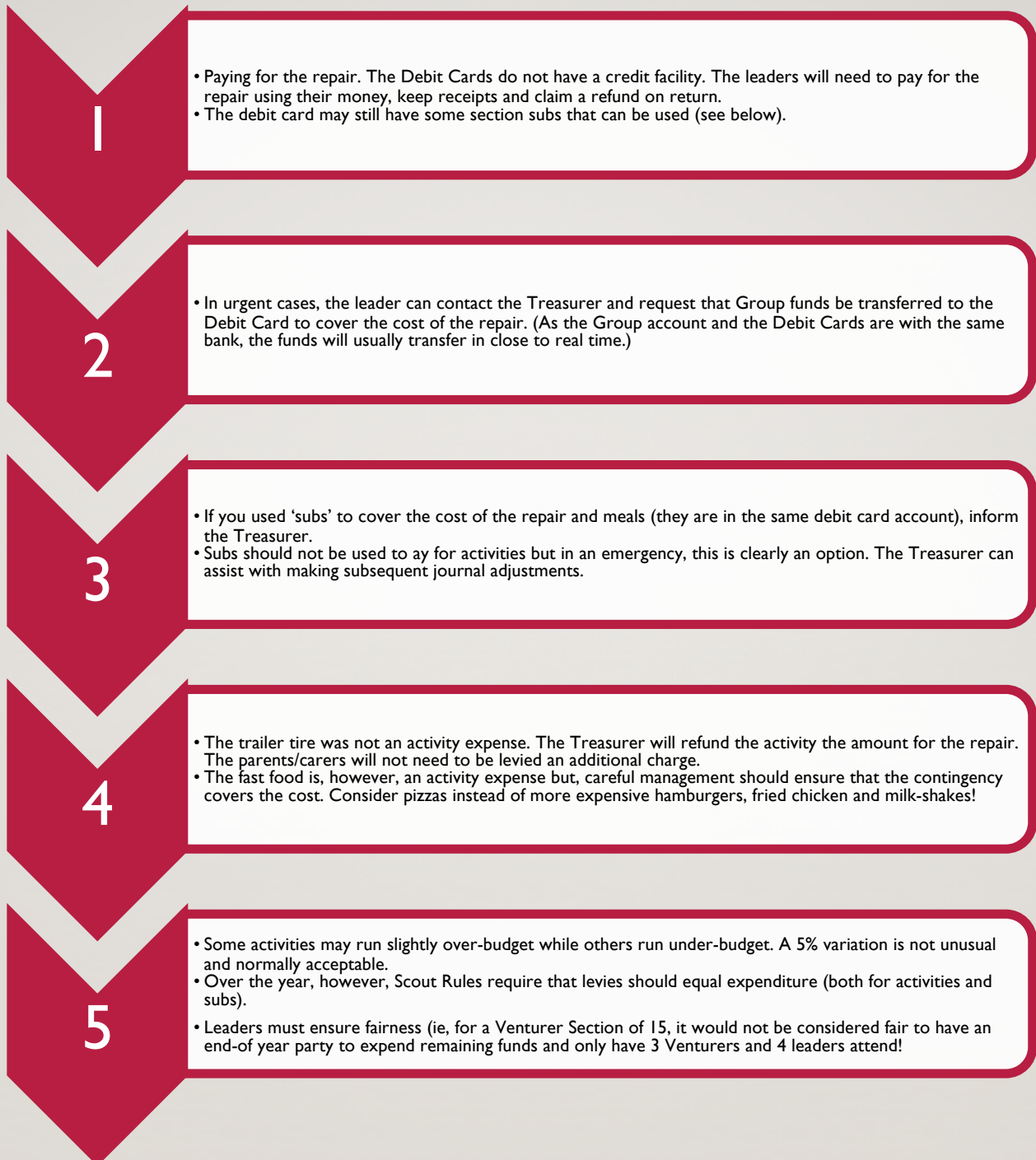
Issues:

1. The contingency was \$50.00 but the local garage is charging \$75.00 for the repair. The Debit Card balance is \$55.00. How will you pay for the repair?
2. As the return trip is delayed, you decide that the youth members (and leaders) need a meal on the way home. You stop at a fast food restaurant. How will you pay for the meals? Will you ask parents to pay extra after returning home?



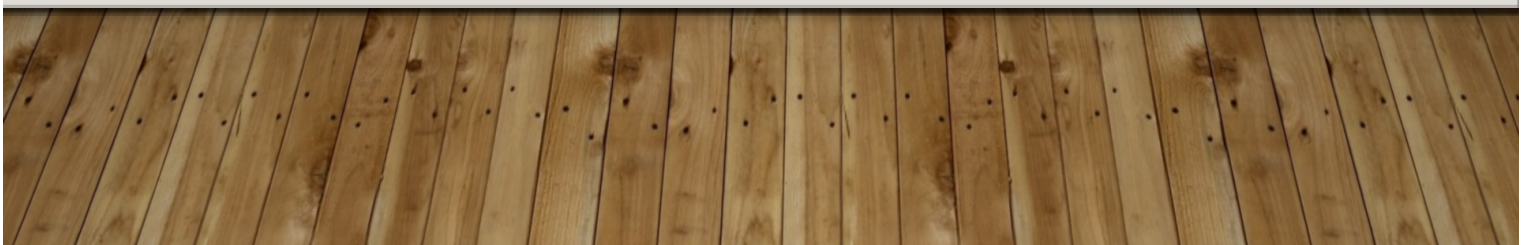
SCENARIO 4

Managing Members' Money



Considerations:

- Good record-keeping
- Control of assets
- Transparency
- Fairness



SCENARIO 5

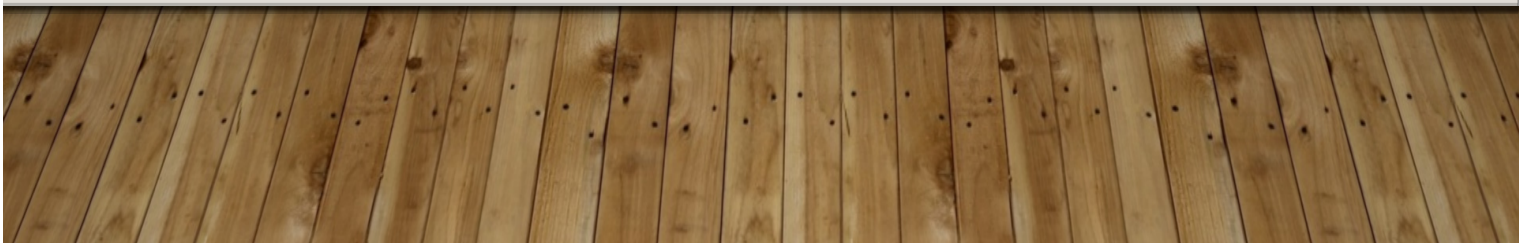
Disposing Worn Equipment

On your last field activity you notice that several tents have tears and broken poles.

There is another planned activity in 6 weeks and you believe that the existing tents will not be serviceable.

Issues:

1. How will you ensure that you have serviceable tents?
2. Would you consider:
 1. Repair
 2. Replacements
 3. Borrowing equipment from another Group



SCENARIO 5

Disposing Worn Equipment

1

- Care of equipment is the responsibility of each section (leaders and youth members. For youth members, it is part of their learning.
- The Quartermaster maintains records dealing with serviceability, availability, age, etc and need to know if any repair or replacement action is required.
- Repair is preferred to replacement, not only because it is often cheaper but it also tends to teach more about care of equipment, particularly if youth members are involved in the repair.

2

- Leaders, working with the Group Quartermaster, should initiate an assessment of the tents as soon as possible after return.
- Ideally, the replacement of the tents was anticipated in the budget as the depreciation schedule assigns a 'normal' life for all fixtures, fittings and equipment.

3

- The QM will advise the GSC if the tents need to be replaced and provide details of possible providers (following consultation with the leaders).
- The GSC will allocate funds and tents can then be purchased from the most cost-effective provider.
- It is important to not leave the process to the last minute as it will be difficult to seek competitive quotes and it may cost the Group more.

4

- A formal motion is needed approving the disposal of equipment.
- The asset register must be adjusted to reflect the changes (new purchases and any disposals).
- Care must be taken to ensure that the disposal does not breach probity requirements (eg members of the GSC and leadership group could not profit from the disposal or procurement action).

Considerations:

- Value for money
- Asset management / depreciation records
- Budgeting
- Good record-keeping
- Control of assets

