



Lake Ginninderra



Sea Scouts



# DRAFT Group Plan 2015-18



## Introduction

This document sets out a framework to assist the Lake Ginninderra Sea Scouts (LGSS) Group (the Group) to achieve the mission for Scouting which is to *contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society...*

Put simply, this plan sets out the strategic priorities for LGSS from 2015-2018 and also forms the basis of Sectional Programs in the Group, both short and long term, which are fundamental to the way we deliver the Scouting Program locally.

Built on guidance from the ACT Branch and with input from Scout Leaders, Support Committee Members, Parents and Carers, it seeks to establish a 'baseline' for future plans and planning activities.

Having this plan in place will enable us to engage with each member, each family, each section and the Group. It will help us to prepare for existing and future activities and resources for operating a successful program for current and future members. It will help us secure external funding and plan for our own fundraising activities. Improved coordination within the Group and particularly between sections will enable us to provide the programs most beneficial for youth development

LGSS benefits greatly from the practical contributions made by the LGSS family. Please take some time to read the plan and feel free to offer suggestions for improvements. We welcome your input and participation.

Klaus Felsche  
President, Group Support Committee

Andrea Farrow  
Group Leader



# INTRODUCTION

## **WHAT ARE THE KEY FEATURES OF THIS PLAN?**

As a broad plan, the focus areas for LGSS consideration centre on:

- Goals for the 2015/2018 in respect of:
  - Group administration (Appendix 1)
  - Youth membership (Appendix 2)
  - Adult membership (Appendix 3)
  - Annual and long term program requirements (Appendix 4)
  - Group operations and activities (Appendix 5)
  - Community involvement (Appendix 6)
- A group health check (Appendix 7), with the objective of identifying the principal challenges we face. It is important to reflect upon why the Group is where it is and what are the key learning's from the past that need to be kept in mind for the future.
- Asset management schedule (Appendix 8)
- Group financial and asset management policy (Appendix 9)

Evaluations on our progress towards our goals should occur periodically during each year and especially at the end of each Scout year.

## **VOLUNTEERING AND FUNDRAISING**

LGSS is a voluntary, not-for-profit, community group running active programs for young people in Canberra under the auspices of Scouts Australia. LGSS receives no government funding, relying entirely on funds provided by its members, fundraising and some donations and grants for its operations. All equipment, facilities and consumables are funded from the LGSS budget. Fundraising serves two important purposes for LGSS:

- Funds raised support the LGSS scouting program, and
- Fundraising activities provide opportunities for scouts, from Joeys through to Venturers, to develop knowledge, skills, attitudes and social skills in line with scouting objectives.

LGSS charges members a fund raising/volunteering levy. While the levy is a source of income for the Group, even more valuable to is the time volunteered by our families. This volunteered time allows a range of important tasks to be completed and for outside fundraising activities to be completed to support the Group's activities. Examples of this include the Hall markets, BBQ fundraisers and improvements such as boat repairs and the new decking, roof and flag station. This is why the Group provides an incentive of a reduced fundraising levy for those members of the LGSS family who are able to volunteer their time.

LGSS recognises the value of such contributions by providing discounts to the fundraising levy to those offering their time and effort in a variety of roles.

## **EXPENDITURE POLICY**

The Group Support Committee is the manager of Group assets and moneys. We are subject to ongoing scrutiny by ACT Branch and auditing. All funds and property managed by LGSS are the property of Scouts (ACT Branch). In a practical sense, we are responsible to our members for the proper administration of their money (and that obtained from any external donors).

It is a general principle in financial management that a person committing funds or expending funds operates within the delegated authority and only commits funds that are available. Currently, ACT Branch limits the visibility of accounts, including those held by Sections. Section leaders who access their accounts should verify that funds exist. LGSS has been advocating that a Section Leader should be provided with full visibility of their Section accounts through Xero to:

- verify that their members have paid for section activities (eg camps), and
- that funds are available for an activity or other section expenditure.

The current implementation of *Xero* is not yet able to support this but *Xero* has been requested to make this possible. In the interim, the Treasurer/Assistant Treasurer will assist Section Leaders with this function.

### **GST**

GST adds to a significant amount for a Group over the period of a year. LGSS is able to claim back GST on our quarterly Business Activity Statement (via ACT Branch), effectively reducing our expenditure. It is therefore essential to retain receipts and adopt proper processes to enable claiming a GST refund

### **Subs and Activity Levies**

Leaders have been collecting subs and camp/activity fees within their section. From 2016, subs will be included in fees invoices. Sections will receive these funds every term. It is important to note that these two are the only direct sources of funding that the sections receive to cover week to week expenses for the program.

The general rule is that activities are self funding., but they may include a subsidy from Group funds if applied for.

### **Floats**

Some activities (e.g. Harness Racing) activity coordinators hold a cash float. Arrangements are in place for the Harness Racing coordinator to order supplies from a standing provider to support the activity. Audit requirements are that the floats are acquitted annually.

### **Petty Cash**

In the past, floats have been held by sub-groups (eg boat maintenance) to pay for smaller expenditures. This has been discontinued for 2016 as these groups will hold a debit card that will be replenished centrally as required.

### **Emergencies**

In emergencies (e.g. a gas bottle is empty or a small replacement item is required) Leaders and activity coordinators may spend up to \$50.00 and request reimbursement against a receipt. The total amount of such expenditure is limited to \$200.00 per month. Where possible, refunds will be made within a few days.

### **Committing LGSS to an Expenditure**

When acting on behalf of LGSS, all commitments for expenditure (i.e. asking someone to supply goods/services) outside the emergency guidelines requires formal committee approval before such a commitment is made. The committee can consider proposals out of session if needed.

Further details in relation to the Group Financial and Asset management are detailed in Appendix 9.

## ***MAJOR EVENT AND ACTIVITY FUNDING AND SUPPORT***

In any 2-3 year period, there are a number of large scouting events requiring significant input of time, money and planning. Examples of some of these are:

- Jamborees
- Cuborees
- Venturers Overseas Community Support trips
- Group camps

Support for these is maximised through careful and early planning between leaders and committee, including regular reporting of progress. Where possible, these items should be included in the annual budget.

## **ASSET MANAGEMENT**

The ACT Government (through *Sport and Recreation Services*) requires organisations to have in place and follow appropriate asset management processes. Organisations that do not follow these may be denied access to government grants. The key asset management plan components are:

- Organisation's Scope of Services
- Membership and target audience
- Situational analysis
- Key organisational objectives
  - Asset Management Assessment
  - Asset replacement plan
  - Asset maintenance plan
  - Financial funding analysis

The Group uses a large range of equipment and facilities that depreciate annually and will require:

- Increasing maintenance over time, and/or
- Replacement.

The LGSS Sinking Fund is maintained to reflect the annual depreciation and to fund building and equipment maintenance, upgrades and replacements.

A schedule of assets held by LGSS is found in Appendix 8.

## **GROUP BUDGET**

The annual budget will be finalised in January of each year and will include forecast and phased income and expenditure. The Treasurer will enter the budget in Xero by the end of February and it will be presented to the AGM in March each year.

This process has the advantage that income and expenditure can be tracked against forecasts to allow the Group to determine if the income/expenditure is on track at any time through automated reporting features in Xero.

## **ACKNOWLEDGEMENTS**

In developing this Group Plan we wish to acknowledge the primary source document was the ACT Branch's *Planning in the Group 2011*, which was adapted from *Let's make a Group Plan* – Copyright © The Scout Association of Australia 1993.

This plan builds on the 2013 – 2015 Plan. We would like to thank the members of the committee, leaders and parents for their work in preparing this publication.

## ADMINISTRATION

Focus Area	Current situation	Goal situation	Actions to be taken	Due Date	Responsible Party
Enrolment	Usually within 2-3 weeks of first attending a Section meeting; Can occur throughout the year with most in first term.	At come and try days throughout the year different section each term	<ul style="list-style-type: none"> <li>Roster Committee members - Jan</li> <li>Prepare rego forms and paperwork, including for first payment – Feb/Mar</li> <li>Send out flyers in local schools, newsletter to existing members and notices to all members at Section meetings –Feb</li> <li>Host BBQ at hall - Feb</li> </ul>	Feb - third Sunday after term starts	All Leaders and Group Support Executive members
AGM	Few parents attend and little chance for change or new members	<p>4 weeks' notice of date and venue advertised in hall and newsletter.</p> <p>Use of LGSS Web-site, Facebook pages to advise AGM details.</p> <p>Encouragement by all leaders at the start/end of their regular meetings for members to attend the AGM.</p> <p>At least ten non uniform members attend with some offering to support the committee</p>	<ul style="list-style-type: none"> <li>Prepare budgets and paperwork for presentation – Feb/Mar</li> <li>Send out notices to all members at Section meetings and advertise in Hall and in newsletter to existing members – Feb/Mar</li> <li>Scheduling and location of AGM to be at a strategic time to minimise impediments to attendance.</li> </ul>	Third week in March	Group Support Committee members, including GL
Long- and short-term Financial Plans for the Group	<p>Annual and Term financial activity plans.</p> <p>Annual budget.</p> <p>Tracking against budget performance.</p>	<p>Three-yearly, Annual and Term financial activity plans for Sections and Group.</p> <p>Annual budget.</p> <p>Tracking against budget performance.</p>	<ul style="list-style-type: none"> <li>Meetings between Section Leaders and Group Executive to plan and present long-term financial plans</li> <li>Regular communication through GL and committee</li> </ul>	<p>Nov/Dec</p> <p>Monthly</p>	All Leaders and Group Support Executive members

Focus Area	Current situation	Goal situation	Actions to be taken	Due Date	Responsible Party
Income generation	<p>Hall parking and hire, Hall Markets, Trots, occasional BBQs, grants and Fundraising levy. Subs also collected per Section for some significant expenses. Annual fee structure is agreed by the Committee by the end of the year and advised to members by the start of the first term of the new year.</p> <p>An annual budget is prepared.</p>	<p>Hall parking and hire, Hall Markets, Trots, occasional BBQs, grants and Fundraising levy. Subs also collected per Section for miscellaneous expenses only. Annual fee structure is agreed by the Committee by the end of the year and advised to members by the start of the first term of the new year (pending advice of ACT Branch Fees for the following year).</p> <p>Invoices are provided to families by 1 March of the year and payment of the first instalment is requested by 1 April (Census Day) at the latest.</p> <p>Increase fundraising opportunities</p>	<ul style="list-style-type: none"> <li>• Maintain effective Hall hire Coordinator, Markets Coordinator and Trots Coordinator</li> <li>• Submit grant applications when available, including having some already drafted for key items like equipment</li> <li>• Members (parents/carers) are advised of current fees due by 1 March of each year.</li> <li>• Families are provided an option to pay by instalments where financial hardship exists.</li> <li>• Branch fees are paid on time (Invoice issued by Branch as at 30 June).</li> <li>• Accounts are finalised by the final day of December each year to allow for audit processes.</li> <li>• All accounts (including Section-level) are processed through LGSS books of account to support timely GST refund processes and support accurate reporting of expenditure/income in support of scouting activities.</li> </ul>	Throughout the year	Group Support Committee members, including GL
Section and Group spending	Some within Section funds, some through Committee	All substantial purchases (i.e. high cost and/or Group equipment) go through the Group Support Committee	<ul style="list-style-type: none"> <li>• GL to consult with all Section Leaders, identifies significant purchase requirements and presents to Group Support Committee for approval.</li> <li>• All major funding proposals are expected to satisfy 'value-for-money' requirements, meet the objectives of this plan and supporting plans (eg the Fleet Plan) and be</li> </ul>	Monthly committee meetings	Group Leader, Group Council and Group Support Committee members

Focus Area	Current situation	Goal situation	Actions to be taken	Due Date	Responsible Party
		<p>Section funds are generated through 'subs'. These are incorporated in Group accounts and subject to audit but are used to support the minor but regular expenses for that section. The Section Leader(s) determine how these funds are spent in line with this policy. Camping equipment, watercraft and other larger items are not within the scope of section funds.</p>	<p>in line with annual budget projects and/or funded by special grants or specific fundraising activities.</p>		
Fundraising	<p>Essentially current Group fundraising activities rely on a small, dedicated group rather than a broad representation from members and families.</p>	<p>Increased fundraising involvement from a broad cross section of LGSS families and youth with committee and uniformed leaders providing an oversight/support role</p>	<ul style="list-style-type: none"> <li>• Coordinators provide calendar of events in Hall for roster</li> <li>• Coordinators maintain fundraising participation records and provide these to the Treasurer periodically or on request.</li> <li>• Send out notices to all members at Section meetings and advertise in Hall, in newsletters, the Group web page and the Group Facebook page.</li> <li>• Publicise clearly the role of volunteer efforts in reducing the fundraising/volunteering levy and how the efforts support the group (e.g. a session at the Hall markets not only reduces your fees by \$xxx, but also benefits the group by \$yyy)</li> </ul>	Monthly	<p>Group Support Committee members, including GL</p>



Focus Area	Current situation	Goal situation	Actions to be taken	Due Date	Responsible Party
Voluntary Contributions / Sponsorship	A regular cadre of parents, carers and youth members regularly contribute to hall and, grounds and equipment maintenance.	<p>Leverage skills/talents and energy available from parents and carers.</p> <p>Encourage organisations to offer sponsorship and discounts by recognising such contributions publically.</p>	<ul style="list-style-type: none"> <li>Collecting and maintaining a skills/ availability database</li> <li>Identifying leaders/ coordinators for specific roles and activities</li> <li>Scheduling a maintenance / improvement program</li> <li>Acknowledging contributions made by parents, carers and youth members</li> <li>Encourage organisations to offer sponsorship and discounts by recognising such contributions publically</li> <li>The Scouts Australia Adult Recognition schemes and the LGSS <i>Achievement Awards</i> are ideal ways of recognising the contributions of volunteers.</li> </ul>	<p>Collect/ confirm availability information at the commencement of the year.</p> <p>Acknowledgment should ideally be done at major events when youth members and others can acknowledge these.</p>	All
Asset Management	<p>In 2015 LGSS established its first Asset Management plan.</p> <p>A formal depreciation schedule is contained within the LGSS Xero accounting system.</p> <p>A formal watercraft management plan</p>	<ul style="list-style-type: none"> <li>Maintain the 'sinking fund' to provide for regular repair and replacement of assets held by LGSS.</li> <li>Maintain a schedule of principal assets and values.</li> <li>Depreciation schedules for principal assets.</li> </ul>	<ul style="list-style-type: none"> <li>Reserve approximately 10% of LGSS net income for the sinking fund. <ul style="list-style-type: none"> <li>Maintain a current value insurance schedule for principal assets</li> <li>Dispose assets beyond economical repair</li> <li>Comprehensive audit of Group assets (feeds into depreciation schedule)</li> <li>Monitor serviceability of all principal assets.</li> </ul> </li> <li>Take action to dispose of assets no longer required.</li> <li>Take action to update asset records to reflect the true value of the item (for insurance purposes).</li> </ul>	During the current Group Plan.	Group Leader / Committee (Quartermaster, Boat Committee)/ Treasurer

Focus Area	Current situation	Goal situation	Actions to be taken	Due Date	Responsible Party
	<p>was adopted by LGSS in February 2016.</p> <p>Member families contribute \$50 pa to the property fund.</p>				

MEMBERSHIP – Youth

Focus Area	Current situation	Three year goal	Actions to be taken	Due Date	Responsible Party
Youth Sections with sufficient numbers	<p>Joeys (19) Cubs (41) Scouts (49) Venturers (15) Rovers (20 est)</p> <p><b>Note:</b> The LGRC is hosted at LGSS and contributes valuable resources by leading or assisting with selected LGSS activities.</p> <p>The Rovers are not formally part of LGSS.</p>	<p>Joeys (10-15) Cubs (25-30) Scouts (25-30) Venturers (10-15) Rovers (12 Invested)</p>	<ul style="list-style-type: none"> <li>• Review Extranet Group membership report by section quarterly</li> <li>• The GSC reviews membership every month.</li> <li>• Hold regular info events – welcome bbq, rego days, sailing activities and school presentations</li> <li>• Local advertising – letter drops/web page/facebook/newsletter/flyer/bbq promotions</li> <li>• Hold joint events each term between Sections above and below</li> <li>• Actions to “offload” to other groups?</li> <li>• Actions to review additional section meetings?</li> <li>• Demographic projections based on current membership to be conducted at least annually (ie, determining when youth members are expected to move from/to a new section based on age)</li> </ul>	End of each term	Group Council GSC
Linking between Sections	Arranged between section leaders each term	Consistent flow of members linking between Sections	<ul style="list-style-type: none"> <li>• Review Extranet Admin Reports for transfer between sections, including analysis of membership by term and YTD: new memberships per section; transfers between sections; attrition</li> <li>• Hold linking events each term with the ‘next’ section</li> <li>• Hold inter-section and group activities</li> </ul>	End of each term	Group Leader and Section Leaders
Provision of activities to meet needs Scout Law and Promise	Range of activities being provided	Maintain and improve the range of activities being provided	<ul style="list-style-type: none"> <li>• Section Leaders to hold discussion on the program and activities to be offered</li> <li>• Consultation between sections to coordinate equipment and resource needs</li> <li>• Submit funding proposals to committee for additional needs</li> </ul>	Before each term	Group Leader and Section Leaders

Developmental goals			•		
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**APPENDIX 3**

**MEMBERSHIP - Adults**

Focus Area	Current situation	Three year goal	Actions to be taken	Due Date	Responsible Party
Group and Section Leaders	GL plus Section Leaders <ul style="list-style-type: none"> <li>• Joeys (3)</li> <li>• Cubs (3 - 1 in training)</li> <li>• Scouts (2) (1 in training)</li> <li>• Venturers (1) (1 in training)</li> </ul>	GL plus Section Leaders Maintain or increase leader ratio currently have all leaders complete their Certificate of Adult Leadership Joeys (4) Cubs (4) Scouts (5) Venturers (2) Have a steady stream of potential new leaders to account for attrition and to improve the leader: youth ratios	<ul style="list-style-type: none"> <li>• Hold regular Group Council meetings</li> <li>• Engage parents in activities when possible</li> <li>• Communicate Leader requirements to whole Group through Facebook and Newsletter</li> </ul>	Per Term	All Leaders and Group Support Committee members
Training Plan for all Leaders	Leaders are advised of training dates	Training plan established for required leaders. Additional training arranged speciality courses for sea scouts and other adventurous activities	<ul style="list-style-type: none"> <li>• Group Council meetings to submit appropriate documentation for and schedule training courses set by branch</li> <li>• Ensure qualifications for water activities are current</li> <li>• Leaders advise if there are outside courses they wish to attend (eg First Aid)</li> </ul>	at Group council meetings	GL and Section Leaders
Gender mix in Section leadership	Male & female Leaders in all section	Male & female Leaders in all section	<ul style="list-style-type: none"> <li>• Send out invitation notices to all members at Section meetings and advertise in Hall and in newsletters for new leaders as required.</li> </ul>	Monthly	GL and Group Support Committee

Leader Succession plan for each Section	No succession planning currently in place	Plan for hand-over to upcoming Leaders	<ul style="list-style-type: none"> <li>Section Leaders to prepare Succession Plan with GL support</li> <li>Annual meeting to review and update Succession plans</li> </ul>	Annual	GL and Section Leaders GSC
Group Committee and Parent helpers	16 active positions, 10 filled each section has adult helpers registered	All active positions filled with others members also involved Have adult helpers with wwvp card and registered for each section	<ul style="list-style-type: none"> <li>Send out invitation notices to all members at Section meetings and advertise in Hall and in newsletters of schedule on Committee meetings – Third Thu each month</li> <li>Hold Group event (e.g. BBQ) per term</li> <li>Hold Group Camp each year</li> </ul>	Monthly	GL and Group Support Committee
Adult numbers, diversity, skills and roster	No consistent record available	Annually updated list of parent skills and availability and roster of activity participation	<ul style="list-style-type: none"> <li>Identify needs and opportunities for Rego day and maintain list.</li> <li>Develop roster of helpers for specific activities</li> <li>Send out invitation notices to all members at Section meetings and advertise in Hall and in newsletters of schedule on Committee meetings – Third Thu each month</li> <li>Hold Group event (e.g. BBQ) per term</li> <li>Hold Group Camp each year</li> </ul>	Monthly	GL and Group Support Committee
Training Plan for Committee members	No plan in place, adhoc invites from Branch. Branch calendar lists training events – this calendar is linked to the LGSS Web site but is not well understood.  Training is conducted but frequently cancelled as insufficient members are available.	Training plan established from branch calendar	<ul style="list-style-type: none"> <li>Group President to obtain from Branch a schedule of Committee training activities</li> <li>Training schedule to be sufficiently flexible to encourage attendance.</li> </ul>	Monthly	GL and Group Support Committee

Recognition for Adults	LGSS Achievement Awards	Maintain awards – award at significant public events (at least 2 per year)	<ul style="list-style-type: none"> <li>President, GL and Council of Elders consider nominations across LGSS.</li> </ul> <p>Awards supplement but do not replace Scouts Australia Adult Recognition Awards.</p>	Twice a year	President, GL, Council of Elders
			<ul style="list-style-type: none"> <li></li> </ul>		

ANNUAL AND LONG-TERM PROGRAM REQUIREMENTS

Focus Area	Current situation	Three year goal	Actions to be taken	Due Date	Responsible Party
<p>Outdoors activities: Boating Sailing Camping Other</p>	<p>Activities are coordinated between LGSS sections to ensure:</p> <ul style="list-style-type: none"> <li>• Each Section can achieve its youth program objectives;</li> <li>• best use is made of facilities and equipment and double-bookings are avoided;</li> <li>• Synergies are gained from cooperation between Sections and from whole -group activities.</li> </ul> <p>Major activities are to be scheduled in the Group Calendar for the year.</p>		<ul style="list-style-type: none"> <li>• Improved understanding of Group assets</li> <li>• Booking system</li> </ul>		GL and Section Leaders
<p>Indoor Activities</p>	<p>Activities are coordinated to avoid clashes between Section, Group and other activities that utilise the facilities.</p> <p>Major activities are to be scheduled in the Group Calendar for the year.</p>		<ul style="list-style-type: none"> <li>• If clash with regular hirer is unavoidable min of three weeks notice to be given to Hirer</li> </ul>		GL and Section Leaders
<p>Long-, medium- and short-term program plans for Section activities</p>	<p>Typically for Section activities (Overseas community service, Jamboree, Cuboree, Group Camp, Sunday splash)</p> <p>Activities are scheduled and negotiated between Sections to:</p> <ul style="list-style-type: none"> <li>• avoid clashes,</li> </ul>	<p>Well constructed program plans for Section activities to ensure that all area of scouting ideals are being meet</p>	<ul style="list-style-type: none"> <li>• have broad outline of main events sections are intending to attend following year</li> </ul>	Nov/Dec	GL and Section Leaders



	<ul style="list-style-type: none"> <li>• Create synergies by whole-of-group and inter-section activities.</li> </ul> <p>Major activities are to be scheduled in the Group Calendar for the year.</p>				
Long-, medium- and short-term equipment and asset plans	Detailed asset register and individual equipment plans (e.g. boat storage, jamboree, cuboree and Group camp).	Renewed boat fleet, including trailers, sailboats, canoes, safety boats and life jackets. Solar panels	<ul style="list-style-type: none"> <li>• have asset register updated at end of each year</li> <li>• boating and watercraft maintenance to be done over winter ready for sailing season</li> <li>• Liase with other Scout Groups to ensure optimal use of resources (eg radio equipment, canoes, boats, trailers) – effectively establishing an ACT Branch equipment pool.</li> </ul>		GL and Group Support Committee and Section Leaders
Group-wide engagement in planning	Frequent GSC meetings Frequent Group Council meetings	Regular Group Support committee meetings  Regular Group Council Meetings  Maintenance of the Group Activities/Hall Use calendar.	<ul style="list-style-type: none"> <li>•</li> </ul>	(at least monthly). (at least two per term).	GL and Section Leaders /GSC
Progression through the Section Award Scheme			<ul style="list-style-type: none"> <li>•</li> </ul>		GL and Section Leaders
Support Major Scouting Activities	Support for Jamboree, Cuboree, Sirius Cup, Family Camps, Group		<ul style="list-style-type: none"> <li>• Coordinators develop plans including objectives,</li> </ul>		GL and activity leaders

	Ski Trip, Overseas Community Venture.		resourcing and key execution points.		
			<ul style="list-style-type: none"><li>•</li></ul>		

## GROUP OPERATION AND ACTIVITIES

Focus Area	Current situation	Three year goal	Actions to be taken	Due Date	Responsible Party
Group Councils and Committees meetings	Group council meetings – regularly with standard and optional extra agenda items  Committee meetings – monthly with standard and optional extra agenda items	Group council meetings – regularly with standard and optional extra agenda items  Committee meetings – monthly with standard and optional extra agenda items	<ul style="list-style-type: none"> <li>Find a regular suitable place for meetings to take place</li> </ul>	Monthly	All Leaders and Group Support Committee members
Maintenance – hall, shed, boats and trailers, camping equipment	Hall in good condition and maintained as needed, poor regular maintenance of useable equipment, unless necessary	Maintenance schedule in place for all major items.	<ul style="list-style-type: none"> <li>Hold long-term maintenance planning meetings</li> <li>Involve youth members in maintenance program especially of water craft</li> <li>Provide equipped workshop</li> </ul>	Jan/Feb Jul/Aug	Group Council, Group Support committee, especially the Quarter Master and boat master,
Plans for excess member numbers	Currently not required	Have an updated waiting list for interested young people Established links with other local Groups to help place new scouts	<ul style="list-style-type: none"> <li>If numbers get too high consider starting a second mob/pack/troop/unit as required</li> </ul>	each term	Group Council and Group Support Committee
Regular Group activities (e.g. Sunday splash, Fundraising activities, Group camp, Working bees)	Sunday Splash maintain interest and involvement from all sections	Have regular working bees Maintain interest in Sunday Splash Encourage support for fundraising efforts	<ul style="list-style-type: none"> <li>2 working bees per year</li> <li>Have training and fun days for Sunday splash invite other groups</li> </ul>	Each term Ongoing	Group Council and Group Support committee

	Fundraising Activities	Have group calendar with planned activities	<ul style="list-style-type: none"> <li>• Well publicised information of events and requirements/commitment</li> <li>• Prepare calendar with group activities and section activities to avoid major clashes</li> </ul>	Jan/Feb	
Building the scouting family/community	Informal links with other Groups, principally between Venturer Units	improved	<ul style="list-style-type: none"> <li>• Scheduled activities with other local scouting groups with other skill sets</li> </ul>		Group Council and Group Support committee

## COMMUNITY INVOLVEMENT

Focus Area	Current situation	Three year goal	Actions to be taken	Due Date	Responsible Party
Public Relations and community liaison plans	No specific role allocated, defaults to Group Leader and Branch	to have a group representative attend Belconnen Community Council meetings	Appoint representative to attend BCC Meetings held 3 <sup>rd</sup> Tuesday monthly at community Library meeting room	Ongoing	Branch, GL and Group Support Committee members
Group and Section participation in Community events	Clean Up Australia Day Carplathon Kite festival?		<ul style="list-style-type: none"> <li>Create Sectional/Group emailing lists for distribution</li> </ul>	March and October Annually	Group Council, Group Support committee
Formal links with other key community groups (e.g. Yachting Australia, Canoe clubs, bushwalking clubs, Men's shed, etc)	No specific role allocated, defaults to Group Leader and Branch. Previously participated in Yachting Australia's annual - Try Sailing Day	No specific role allocated, defaults to Group Leader and Branch Participate in Discover Sailing day	<ul style="list-style-type: none"> <li>Regular meetings within and between Branch, Sections, Leaders and committee</li> <li>Regular attendance at Belconnen Community Council</li> </ul>	November Annually  Oct/Nov	Branch, Committee Group and Section Leaders, Parent Helpers
Regular engagement with Parents (e.g. functions, news bulletins, etc)	Mainly through Term newsletter and Section notes	Improved engagement through Facebook, newsletter and Group activities	<ul style="list-style-type: none"> <li>Develop and maintain Facebook page</li> <li>Maintain Term Newsletter</li> <li>Maintain up-to-date contact list and list of group member skills</li> </ul>	Ongoing	Venturer members All Leaders and committee members
Maintain the Council of Elders	Initial Council of Elders established in 2015 – consists of ex-LGSS leaders and committee members who meet qualifying criteria. CoE considers nominations for	Build CoE involvement in ceremonial Group activities.	<ul style="list-style-type: none"> <li>Nominate new members to the CoE.</li> </ul>	Ongoing	President, GL

	<p>membership and self-regulates.</p> <p>It acts as an LGSS Alumni with links to the community and provides access to experience and skills.</p>				
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**APPENDIX 7**

**Group Health Check**

Key		Green	Amber	Red
<b>Sections</b>				
<b>Section Size:</b>	<b>Joeys</b>	16+	15-9 or >18	8-0 or >20
	<b>Cubs</b>	20+	19-10 or >35	0-10 or >40
	<b>Scouts</b>	20+	19-10 or >40	0-10 or >50
	<b>Venturers</b>	16+	15-9 or >25	8-0 or >30
<b>Welcome Packs</b>		Welcome packs available including details of Scouting Objectives; contact details of key members (GL, Section Leaders and President); other information on Group; etc.	Welcome packs with limited information	No welcome packs
<b>Section Links</b>		<ul style="list-style-type: none"> <li>• Joeys and Cubs hold one or more Link Activities per term</li> <li>• Cubs and Scouts hold one or more link meetings per term</li> <li>• Scouts and Venturers hold one or more Link Activities / events per term</li> </ul>	<ul style="list-style-type: none"> <li>• Two or more sections hold Link Activities at least twice per year or</li> <li>• All sections hold Link Activities at least twice a year</li> <li>• Scouts and Venturers hold one or more Link Activities / events per year</li> </ul>	<ul style="list-style-type: none"> <li>• Little or no Link Activities between sections</li> </ul>
<b>Program</b>		Group provides excellent balanced program and delivery	Majority of sections provide reasonable balanced program and delivery	Poor program and delivery across all sections
<b>Badges</b>		Accurate badge records across Sections good number of badges awarded	Reasonable badge records across Sections with reasonable number of badges awarded	Poor badge records across Sections with few or no badges awarded
		Working towards top level awards in each section	Some progress to top level awards	No structure for achievement of top level awards

Key	Green	Amber	Red
<b>Camping (Opportunity of)</b>	Joeys min 2 nights away Cubs min of 4 nights away Scouts min of 10 nights away Venturers min of 10 nights away	Joeys min 1 nights away Cubs min of 2-3 nights away Scouts min of 9-5 nights away Venturers min of 9-5 nights away	Joeys no nights away Cubs less than 2 nights away Scouts less than 5 nights away Venturers less than 5 nights away
<b>Leaders</b>			
<b>Leaders</b>	Min of: Group Scout Leader Joeys 2 Leaders with CoAL Cubs 2 Leaders with CoAL Scouts 2 Leaders with CoAL Venturers 2 Leaders with CoAL Regular Leader Meetings	Min of Group Scout Leader Joeys 1 Leaders with CoAL & 1 Helper Cubs 1 Leaders with CoAL & 1 Helper Scouts 1 Leaders with CoAL & 1 Helper Venturer 1 Leader with CoAL Irregular Leader Meetings	Less than Amber
<b>Leader Training</b>	<ul style="list-style-type: none"> <li>• Personal Leader Advisors Appointed</li> <li>• All Adult Leaders training up to date</li> <li>• Program of further training in place</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Leader Advisors appointed or close links with another Leader Advisor</li> <li>• Majority of Leaders training up to date</li> <li>• Some program of further training in place</li> </ul>	<ul style="list-style-type: none"> <li>• No training advisors or linked with another Training Advisor</li> <li>• Little or no training of Leaders</li> <li>• No program of further training</li> </ul>
<b>Group Support Committee (GSC)</b>			
<b>Committee</b>	<ul style="list-style-type: none"> <li>• Min President/ Treasurer/ Secretary in office with min of 4 other GSC Members</li> <li>• Regular meetings</li> <li>• Good working relationship through GL with Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Min President/ Treasurer/ Secretary in office with min of 2 other GSC Members</li> <li>• Irregular meetings</li> <li>• Satisfactory working relationship through GL with Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• President/ Treasurer/ Secretary not in office with no other GSC Members</li> <li>• Few or no meetings</li> <li>• GSC not working effectively with Leaders</li> </ul>



Key	Green	Amber	Red
<b>GSC Roles</b>	All GSC officers have full guidance on their roles and responsibilities (copies of Role Profiles available)	GSC officers have some guidance on Roles and Responsibilities	No guidance provided
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Appropriately audited annual accounts submitted to Branch on time</li> <li>• Up-to-date reports given to Group Executive</li> <li>• No outstanding invoices to Leaders etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriately audited annual accounts submitted to Branch on time</li> <li>• 6 monthly reports given to Group Support Committee</li> <li>• Some outstanding invoices to Leaders etc</li> </ul>	<ul style="list-style-type: none"> <li>• Annual accounts not submitted to Branch on time</li> <li>• Little or no reports given to Group Support Committee</li> <li>• Outstanding invoices to Leaders etc</li> </ul>
<b>Membership</b>	Updated membership register available on Extranet database	Membership register on Extranet not up to date	No formalisation of membership
<b>Fundraising</b>	Fundraising sub-committee in place with regular annual events and initiatives	Fundraising committee in place with some annual events and initiatives	No fundraising committee in place with no regular annual events or initiatives
<b>Links to Sections</b>	Active involvement with Section activities	Occasional involvement with Sections	Little or no involvement with Sections
<b>Links to Branch</b>	<ul style="list-style-type: none"> <li>• Group Leader and Chairperson have close links to Branch and attend Branch Meetings regularly</li> <li>• Other GSC members familiar with Branch Polices and Constitution</li> </ul>	<ul style="list-style-type: none"> <li>• Only Group Leader and Chairperson have links to Branch, attend Branch meetings irregularly</li> <li>• Branch Polices and Constitution available for reference</li> </ul>	Little or no contact with Branch
<b>Links to Community</b>	Good links to local community Public Relations 'Point of Contact' nominated	Reasonable links to local community	Little or no interaction with local community
<b>Recruitment</b>	Succession plan for Executive Members Support to GL to recruit Section Leaders and Helpers	Support to GL in recruitment of Section Leaders and Helpers	No involvement in recruitment

Key	Green	Amber	Red
<b>Future Planning</b>	Group Plan exists and being worked towards (annual and five years objectives set), with budget	Budget for next year agreed	No budget or planning
<b>Insurance</b>	All equipment insurance adequate for replacement costs and periodically reviewed	All equipment insured	Insurance held, not clear if it covers all equipment or is adequate
<b>Budgeting</b>	Group and section budgets prepared and applied	Overall Group Budget only	No budgeting done
<b>Facilities</b>			
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Adequate equipment to support balanced and progressive program</li> <li>• Well maintained and tidy stores</li> <li>• Active QM</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate equipment to support balanced and progressive program, with some equipment in need of repair/ replacement</li> <li>• Well maintained and tidy stores</li> </ul>	<ul style="list-style-type: none"> <li>• In adequate equipment to support balanced and progressive program</li> <li>• Poor stores</li> </ul>
<b>Hall</b>	Have own dedicated hall	Share hall with another Group	Rent hall from another organisation
<b>Hall Condition</b>	Meeting place in good state of repair, annual safety inspection held	Meeting place in reasonable state of repair, safety inspection done irregularly	Not Applicable
<b>Property</b>	All equipment on Group Inventory and location known/ noted	Some equipment on Group Inventory, location of most equipment known	Inventory not up to date
<b>Overall</b>	<b>No more than ONE Red, &lt;4 Amber</b>	<b>&lt;2 Red, 5-7 Amber</b>	<b>&gt;3 Red, &gt;7 Amber</b>

**Action Plan:**

**Red Assessment**

- Identify weaknesses and develop Group Plan to correct them
- Review plan and progress in 6 months, repeat Health Check

**Amber Assessment**

- Identify an critical weaknesses and develop plan to correct them
- Review Amber assessments and incorporate improvements into Group Plan (6 month review)

**Green Assessment**

- Review Amber assessments and incorporate improvements into Group Plan (6 month review)
- Keep monitoring

**Asset Management Schedule**

**Principal Equipment**

<b>Asset Name</b>	<b>Asset Number</b>	<b>Status</b>	<b>Purchased</b>
Scout Hall Construction	FA-0176	Registered	1/01/1993
Boat Shed - Deposit	FA-0007	Registered	16/08/2012
Table - Camping	FA-0009	Registered	11/09/2012
Table - Camping Delivery	FA-0010	Registered	11/09/2012
Boat Shed - Part Payment	FA-0036	Registered	21/11/2012
Boat Shed - Lock	FA-0039	Registered	14/02/2013
Boat Shed - Electrical	FA-0040	Registered	16/03/2013
Boat Shed - Part Payment	FA-0006	Registered	25/03/2013
Final Payment - Boat Shed	FA-0041	Registered	25/03/2013
Boatshed - Door Motor	FA-0055	Registered	24/08/2013
Boatshed - Door Motor	FA-0056	Registered	24/08/2013
Boatshed - Door Motor	FA-0057	Registered	24/08/2013
Boatshed - Door Motor	FA-0058	Registered	24/08/2013
Boatshed - Door Motor	FA-0059	Registered	24/08/2013
Boatshed - Door Motor	FA-0060	Registered	24/08/2013
Boat Shed - Racking	FA-0067	Registered	11/10/2013
Boatshed - Power Points	FA-0061	Registered	24/10/2013
Boatshed - Power Points	FA-0062	Registered	24/10/2013
Boatshed - Power Points	FA-0063	Registered	24/10/2013
Boatshed - Power Points	FA-0064	Registered	24/10/2013
Boatshed - Power Points	FA-0065	Registered	24/10/2013
Boatshed - Power Points	FA-0066	Registered	24/10/2013
Hall - Entry Door	FA-0080	Registered	4/11/2013
Fire Extinguisher	FA-0082	Registered	3/02/2014
Boatshed - Alarm System	FA-0087	Registered	18/02/2014
Hall - Toilet Refurbish - Motion Sensor	FA-0005	Registered	18/02/2014
motion sensor in toilet	FA-0086	Registered	18/02/2014
Boatshed - Construction Float	FA-0088	Registered	25/02/2014
Hall - Toilet Refurbish - Final Payment	FA-0098	Registered	30/03/2014
Verandah Roof - Building Approval	FA-0104	Registered	28/08/2014
Verandah Roof - Lighting	FA-0004	Registered	29/10/2014
Verandah Roof - Stratco	FA-0115	Registered	30/10/2014
Verandah Roof - Bounced Payment	FA-0116	Registered	20/11/2014
Verandah Roof - Deposit	FA-0117	Registered	21/11/2014
Weather Station Jaycar Electronics	FA-0135	Registered	3/12/2014

Verandah Roof - Dismantle	FA-0118	Registered	10/12/2014
Hall Verandah Roof -Reissue	FA-0120	Registered	2/01/2015
Hall Office FitOut	FA-0121	Registered	29/01/2015
Refund Bunnings	FA-0124	Registered	11/03/2015
Verandah Roof - Final Payment	FA-0136	Registered	30/07/2015
PatrolHotWaterServices	FA-0137	Registered	2/10/2015
Hot Water System	FA-0141	Registered	5/11/2015
Heater - Water - Camping	FA-0008	Registered	17/08/2012
Cooker - Country	FA-0023	Registered	17/10/2012
Cooker - Country	FA-0024	Registered	17/10/2012
Cooker - Regulator	FA-0025	Registered	17/10/2012
Cooker - Regulator	FA-0026	Registered	17/10/2012
Gas - Regulator	FA-0027	Registered	17/10/2012
Gas - Regulator	FA-0028	Registered	17/10/2012
Tent - Brampton	FA-0015	Registered	17/10/2012
Tent - Brampton	FA-0016	Registered	17/10/2012
Tent - Brampton	FA-0017	Registered	17/10/2012
Tent - Herron	FA-0020	Registered	17/10/2012
Tent - Herron	FA-0021	Registered	17/10/2012
Tent - Herron	FA-0022	Registered	17/10/2012
Tent - Pegs	FA-0031	Registered	17/10/2012
Tents - Awning	FA-0029	Registered	17/10/2012
Tents - Awning	FA-0030	Registered	17/10/2012
Tents - Brampton	FA-0014	Registered	17/10/2012
Tents - Herron	FA-0018	Registered	17/10/2012
Tents - Herron	FA-0019	Registered	17/10/2012
Tent - 11x11	FA-0011	Registered	18/10/2012

Tarpaulins - Camping Ground Sheet	FA-0013	Registered	3/11/2012
Tent - 11x11	FA-0012	Registered	3/11/2012
Tents - Dome Patrol	FA-0032	Registered	4/11/2012
Tents - Dome Patrol	FA-0033	Registered	4/11/2012
Tents - Dome Patrol	FA-0034	Registered	4/11/2012
Tents - Dome Patrol	FA-0035	Registered	4/11/2012
Benches - Seats (Jamboree)	FA-0037	Registered	30/11/2012
Stove - Trangia	FA-0042	Registered	17/05/2013
Stove - Trangia	FA-0043	Registered	17/05/2013
Stove - Trangia	FA-0044	Registered	17/05/2013
Stove - Trangia	FA-0045	Registered	17/05/2013
Stove - Trangia	FA-0046	Registered	17/05/2013
Tarpaulins - Camping	FA-0047	Registered	7/07/2013
Tarpaulins - Camping	FA-0048	Registered	7/07/2013
Tarpaulins - Camping	FA-0049	Registered	7/07/2013
Tarpaulins - Camping	FA-0050	Registered	7/07/2013
Tent - Camping	FA-0051	Registered	7/07/2013
Tent - Camping	FA-0052	Registered	7/07/2013
Tent - Camping	FA-0053	Registered	7/07/2013
PFD - 224066Marlin Dominator PFD XL-XXL	FA-0077	Registered	30/10/2013
Marquee - Deposit	FA-0081	Registered	21/11/2013
Drink Coolers (BCF)	FA-0083	Registered	3/02/2014
Drink Coolers (BCF)	FA-0084	Registered	3/02/2014
Drink Coolers (BCF)	FA-0085	Registered	3/02/2014

Marquee - Final Payment	FA-0089	Registered	26/02/2014
Tarpaulins - Camping	FA-0094	Registered	29/03/2014
Tarpaulins - Camping	FA-0095	Registered	29/03/2014
Tarpaulins - Camping	FA-0096	Registered	29/03/2014
Tarpaulins - Camping	FA-0097	Registered	29/03/2014
Tarpaulins - Camping (Additional Funds)	FA-0102	Registered	5/04/2014
Flags - Deposit	FA-0103	Registered	26/08/2014
Details TBProvided	FA-0130	Registered	28/03/2015
DetailsTBProvided	FA-0131	Registered	29/03/2015
ScoutPatrolTents	FA-0125	Registered	30/03/2015
ScoutPatrolTents	FA-0127	Registered	30/03/2015
ScoutPatrolTents	FA-0128	Registered	30/03/2015
ScoutPatrolTents	FA-0126	Registered	30/03/2015
ScoutPatrolTents	FA-0129	Registered	30/03/2015
BCFEquipmentPurchase	FA-0132	Registered	5/04/2015
ScoutPatrolTents	FA-0133	Registered	5/04/2015
BCFEquipmentPurchase	FA-0134	Registered	18/06/2015
garden marquee heavy duty	FA-0140	Registered	2/11/2015
Campingequipment	FA-0139	Registered	4/11/2015
Trailer - Boat T96961	FA-0175	Registered	1/01/1980
Trailer - Canoe T93796	FA-0172	Registered	1/10/1985
Trailer - Boat T7071D	FA-0174	Registered	1/01/1988
Trailer - Boat T88256	FA-0173	Registered	1/01/1988
Trailer - Boat T1421B	FA-0171	Registered	1/08/2005
Trailer - Boat T82188	FA-0170	Registered	1/10/2007
Trailer - Catering T7251B	FA-0169	Registered	1/10/2007
Trailer - Camping T9207C	FA-0183	Registered	1/01/2012
Trailer - Boat - Ramps	FA-0038	Registered	14/02/2013
Dolly - Boat	FA-0109	Registered	12/09/2014

Dolly - Boat	FA-0110	Registered	12/09/2014
Dolly - Boat	FA-0111	Registered	12/09/2014
Dolly - Boat	FA-0112	Registered	12/09/2014
Dolly - Boat	FA-0113	Registered	12/09/2014
Dolly - Boat	FA-0114	Registered	12/09/2014
Dolly for Boats	FA-0108	Registered	12/09/2014
Trailer - Boat	FA-0105	Registered	12/09/2014
Trailer - Boat	FA-0106	Registered	12/09/2014
Trailer - Boat	FA-0107	Registered	12/09/2014
Trailer - Boat - Double T1613E	FA-0167	Registered	1/11/2014
Trailer - Boat - Double T1614E	FA-0166	Registered	1/11/2014
Trailer - Boat - Double T1615E	FA-0168	Registered	1/11/2014
Dolly Wheels	FA-0123	Registered	12/03/2015
TrailerComponents(Dolywheelsetc)	FA-0122	Registered	12/03/2015
TrailerComponents(Dolywheelsetc)	FA-0138	Registered	26/08/2015
Canoe - Bushranger	FA-0164	Registered	1/10/1985
Canoe - Bushranger	FA-0178	Registered	1/10/1985
Canoe - Bushranger	FA-0179	Registered	1/10/1985
Canoe - Bushranger	FA-0180	Registered	1/10/1985
Canoe - Bushranger	FA-0181	Registered	1/10/1985
Canoe - Bushranger	FA-0182	Registered	1/10/1985
Boat - Comet	FA-0158	Registered	1/01/2000
Boat - Corsair	FA-0142	Registered	1/01/2000
Boat - Corsair	FA-0143	Registered	1/01/2000
Boat - Corsair	FA-0144	Registered	1/01/2000
Boat - Gwen 12	FA-0159	Registered	1/01/2000
Boat - Laser	FA-0161	Registered	1/01/2000
Boat - Laser 2	FA-0149	Registered	1/01/2000
Boat - Laser 2	FA-0150	Registered	1/01/2000
Boat - Manly Junior	FA-0162	Registered	1/01/2000
Boat - Mirror	FA-0154	Registered	1/01/2000
Boat - Mirror	FA-0155	Registered	1/01/2000
Boat - Mirror	FA-0156	Registered	1/01/2000
Boat - Mirror	FA-0157	Registered	1/01/2000
Boat - NS14	FA-0145	Registered	1/01/2000
Boat - NS14	FA-0146	Registered	1/01/2000
Boat - NS14	FA-0147	Registered	1/01/2000
Boat - NS14	FA-0148	Registered	1/01/2000
Boat - Springbank	FA-0160	Registered	1/01/2000
Boat - Swinger	FA-0151	Registered	1/01/2000
Boat - Swinger	FA-0152	Registered	1/01/2000
Boat - Swinger	FA-0153	Registered	1/01/2000
Boat - RIB 3.8m Safety Boat	FA-0163	Registered	1/08/2005
Motor - Boat 15 HP	FA-0003	Registered	1/08/2005
Motor - Boat 25hp	FA-0177	Registered	31/12/2011

Motor - Boat - Propeller Guard	FA-0054	Registered	20/08/2013
PDF - Marlin	FA-0068	Registered	30/10/2013
PDF - Marlin	FA-0069	Registered	30/10/2013
PDF - Marlin	FA-0070	Registered	30/10/2013
PDF - Marlin	FA-0071	Registered	30/10/2013
PDF - Marlin	FA-0072	Registered	30/10/2013
PDF - Marlin	FA-0073	Registered	30/10/2013
PDF - Marlin	FA-0074	Registered	30/10/2013
PDF - Marlin	FA-0075	Registered	30/10/2013
PDF - Marlin	FA-0076	Registered	30/10/2013
PDF - Marlin	FA-0078	Registered	30/10/2013
PDF - Marlin	FA-0079	Registered	30/10/2013
Canoe (QBN)	FA-0090	Registered	27/02/2014
Canoe - 2 Person	FA-0091	Registered	29/03/2014
Canoe - 2 Person	FA-0092	Registered	29/03/2014
Canoe - 2 Person	FA-0093	Registered	29/03/2014
Canoe - Small	FA-0099	Registered	1/04/2014
Canoe - Small	FA-0100	Registered	1/04/2014
Canoe - Small	FA-0101	Registered	1/04/2014

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**GROUP FINANCIAL AND ASSET MANAGEMENT**

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Several books have been produced by the Association's National Office to provide guidelines for all aspects of Group operations; these provide sound advice based on experience. Below are some extracts as they apply to this Group.

**Scouts Australia Rules****R4.8 GROUP FINANCE AND PROPERTY**

(Mandatory)

Group property, including real estate must be vested in the name of the Branch of Scouts Australia in accordance with Branch rules.

Subscriptions, paid by Section members for meeting the specific needs of the Section, will be held in the Group bank account with appropriate delineation and made available as required by the Group Support Committee in consultation with the Group Council

Money received on behalf of a Rover Crew or a Venturer Scout Unit may be held in a Section bank account and administered by the Crew or Unit concerned.

The accounts of Section funds, regardless of separate banking arrangements, will be consolidated in the annual audited financial accounts of the Group.

**FINANCIAL YEAR**

The financial year for all formations in the Branch is the calendar year. This allows two clear months for finalisation of accounts and audit before submission to the Branch Office no later than 28 February

Note that the financial year is different from the Scout Year (1 April to 31 March) which is used for census statistics and registration purposes.

**BANK ACCOUNTS (INCLUDES CREDIT UNIONS)**

Following are the ACT Branch requirements:

- Normally a Group should maintain one or limited number of bank accounts for all its usual receipts and expenditure.
- Within a Group, a Venturer Unit may maintain a separate bank account for its funds.
- Venturer Unit accounts shall form part of the Group financial records, and be subject to the same control procedures in respect of style, multiple signatures and reconciliation as the Group bank account.
- Venturer Unit accounts must be audited by the Group Treasurer.

- The funds of other Sections are included in the Group accounts;
- Under no circumstances are Association bank accounts to be opened and operated by an individual.
- Separate special purpose accounts may be maintained under certain circumstances such as :
  1. For fixed deposit of funds surplus to immediate requirements.
  2. Group funds to be held for Scout Hall construction or extension.
  3. Raffles (required by law).
  4. Group Support Committee approval is required for all special purpose accounts.
  5. All bank accounts shall be titled : ***The Scout Association of Australia (ACT Branch Incorporated) Lake Ginninderra Scout Group Account Sub-title*** (eg Trading Account)

### **GOVERNMENT TAXES**

All Association bank accounts may be exempt Financial Institutions Duty (Commonwealth Government) and Debits Tax (ACT Government) by application to the appropriate authorities.

Application forms are obtainable from the Branch Office. Exemption certificates are issued for each separately numbered account, and originals must be deposited with the bank. Copies of the exemption certificates must be deposited with the Branch Office.

### **SECTION FUNDS**

Groups may maintain separate Section funds to cover minor expenditure on the day-to-day costs of the Section's program. Where existing, such funds should be credited to the separate Sections in the Group accounts.

There are three options in this Branch for the acquisition of Section funds. In each Group the option shall be determined by the Group Leader, advised by the Group Council, together with the Group Council.

#### *Option 1*

Weekly subscriptions ('subs') paid by Youth Members.

#### ***Option 2***

**Term subscriptions paid by Youth Members or as an identified part of Group fees (This is the current LGSS process from 2016).**

#### *Option 3*

Allotments to each Section by the Group Committee from general Group funds.

Authority for expenditure from Section funds rests as follows):

- Joey Scouts - Cub Scouts - Scouts -
- Leader in charge of the Mob, Pack or Troop

- Venturer Scouts Unit Council

Sections requiring major expenditure for equipment pass their requests to the Group Support Committee through the Group Leader.

## ACCOUNTING

While the basic accounting processes are unchanged from the paper-based cash, receipt and cheque books, the adoption of the *Xero*, cloud-based accounting system and the preference for electronic bank transfers has streamlined operations, increased transparency, facilitated Branch-wide controls and audits and enabled access to Goods and Services Tax accounting. Basic internal control measures are to apply including:

- maintenance of cash book records for all transactions;
- receipts for all money received;
- recording of payment authorities in Group Committee minutes;
- payment of accounts by cheque or cash payment to be reimbursed against receipts; and
- reconciliation and Independent check.

## ANNUAL GROUP RETURNS

Annual Group Returns are requested by the Branch Office near the end of each year for all groups/crews/regions. For LGSS this requires that all accounts are reconciled in Xero and the provision of supporting documentation. Where practical, all supporting documents should be uploaded to Xero. ACT Branch commissions a Branch-wide audit. As part of the Audit, auditors will nominate one or more groups for more detailed check. **The audit will require the provision of supporting documentation, including costings and expenditure for scouting activities (eg camps) and the use of Section Funds/Subs.** Leaders should upload (or request the Treasurer) to upload their reconciled income/expenditure statement with supporting receipts for all activities.

Audited returns are required by the ACT Government when grants are applied for. ACT Branch will assist with this process.

## FUND RAISING

Fund raising for the Group or any of its Sections must be authorised by the Group Support Committee and recorded in the minutes. The nature of the activity, the purpose of the proceeds (if there is a special purpose), and the people who have accepted particular responsibilities should be noted.

Groups may raise money to assist Youth Members, and sometimes Leaders, to attend major Scouting events such as Jamborees, or to undertake extensive adventurous activities or overseas visits.

Such funds

- remain the property of the Scout Association until paid out (because they have been raised in the name of the Association);
- must be held in the Group (or Unit) bank account; and
- may be paid out only on the basis of a list of participants and the proposed subsidies approved by the Group Support Committee.

Intending participants who withdraw before the event may not be paid in lieu of the subsidy. To avoid difficulties which may occur when participants withdraw at a late stage, subsidy payments should be made directly to the organisers of the major event, not to individuals. Similarly, for activities organised within the Group, participants should be credited with their subsidies rather than receive the money themselves.

Fund raising for some major events and activities may extend over several years. If Groups decide that eventual subsidies will depend on the extent of an individual's participation in fund raising activities, then the formula used to assess participation should be made known to all concerned (participants, parents, Group Support Committee) before each fund raising activity. For all such longer-term efforts it is strongly recommended that a simple memorandum of understanding be drawn up and signed by all involved.