

## **Berkshire County Scout Council Procedures**

### **Event Treasurer guidelines (2.11 v04)**

#### **Summary**

This document describes the procedure for appointing Event Treasurers and provides important guidelines for the role.

#### **Appointing an Event Treasurer**

1. The appointment of an Event Treasurer must be approved by the County Trustee Board (CTB) before any aspects of the role can be started. The appointment will be made on the recommendation of the Finance & Risk sub-committee (F&RSC).
2. The Event Treasurer must hold a full Scouting appointment with all essential requirements in place, eg: DBS and GDPR. It is also desirable that the Event Treasurer is familiar with Scout event/activities.
3. The Event Treasurer will have relevant finance experience and/or qualifications for the event turnover. The level of experience and/or qualifications will be agreed with the F&RSC as part of the appointment process.
4. For larger events, the Event Treasurer should be a dedicated role during the event, ie: the Event Treasurer should not have other roles in the event that restricts the time available for managing and monitoring finances.
5. Event Treasurers should have an opening meeting with the County Treasurer to ensure clarity on financial recording and meet with the County Treasurer on a six-monthly basis thereafter.

#### **Accounts**

6. The F&RSC will determine which county account will be used for the event.
7. Event bank accounts cannot be opened by event organisers without the express permission of the CTB.
8. Personal bank accounts nor single signatory accounts can be used for purposes of the event.
9. Being an Event Treasurer does not necessarily mean being a signatory to the account. The normal process is for the Event Treasurer to have access to Xero reports to manage the account.

10. The format of keeping and publishing the event accounts must be agreed with the County Treasurer at the start of the process.
11. A final statement of accounts must be submitted within an agreed time period following the event. This is usually the following end of the financial year (end of March).

### **General guidelines**

12. Budgets and cash flow for the event form part of the “Approval for events/activities”. See procedure document 2.02 [under review].
13. Clear records of all transactions must be kept at all times. These records can be requested by the County Treasurer at any time during the planning of the event and during the post period of the event prior to final accounts being submitted.
14. Transactions should be made via online banking. For most large events payments will be made by the Event Treasurer via Barclays. Note: For smaller County events, which don't have a dedicated Treasurer, payments are made via CAF and processed by the County Office.
15. Time limited county payment cards may be issued for the event if deemed appropriate.
16. See procedure document 1.03.
17. Receipts must be kept for all transactions. Where no formal receipt is available an email or note signed by both parties in the transaction must be used.
18. Cash handling and transactions should be kept to an absolute minimum. It is recognised that International events may require more cash transactions.
19. Where cash handling takes place the cash amount must be counted at the handover and both parties sign a “handover slip” and receipt.
20. Cash and cheques must be paid into the appropriate account as soon as possible and not kept in personal possession for longer than necessary.
21. Cash (including foreign currency) at the event, eg: camp, should be kept as secure as possible and large amounts dispersed amongst members of the Core Team. (See point 19 above).
22. Any financial discrepancy must be reported to the County Chair and County Treasurer as soon as the discrepancy is noticed.
23. The BCSC charity number can only be used for county approved fundraising and events.

### Other relevant Berkshire Scouts procedure documents

- 1.02 Financial controls.
- 1.03 Purchase cards.
- 1.05 Purchasing.
- 1.08 Expenses.
- 1.09 Finance approvers.
- 2.02 Approval of events/activities.

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