



Croydon District Scout Council

Terms of Reference District Finance Committee

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PURPOSE

This document sets out the terms of reference for the District Finance Committee (hereafter referred to as the Committee). In addition, it details their specific responsibilities and (where appropriate) their operational and managerial responsibilities.

INTRODUCTION

The Committee is appointed to advise and support the District Executive Committee with the effective administration and management of the District Finances. The primary function of the Committee is to make recommendations to the District Executive Committee in respect of financial matters relating to the District.

The Committee is appointed by and is the responsibility of and accountable to the District Executive Committee.

The District Executive Committee will annually review the membership and terms of reference of the Committee. Any changes that are considered necessary will be made at the conclusion of the review.

THE COMMITTEE

The minimum quorum for a meeting of the Committee is 5.

All members of the Committee must be registered on Compass and complete a criminal records disclosure (DBS) check.

Subject to prior approval it is permissible for uniformed individuals to hold the positions of Chair or Secretary. However, these roles must not be combined with each other or any other roles on the Committee.

The Committee will function in accordance with the rules of the Scout Association (POR), the requirements of the Charities Act, the District Financial Management Policy and the requirements of this document.

The Committee comprises of:

- A Chair;
- A Secretary;
- The District Commissioner;
- The District Chair;
- The District Treasurer;
- A young person between the age of 18 and 25 years.

Responsibilities

The Committee is responsible for the following:

- Ensuring the effective administration and management of the District Finances in accordance with all relevant legislation and any District policies.
- Ensure that robust procedures and policies are in place to avoid any financial mismanagement of the District Finances.
- Ensuring that all the funds held by the District are used for the benefit of and to support and develop Scouting in Croydon at all times.
- To ensure that best practice is maintained in the District at all times and that the District Financial Management Policy is adhered to.
- Work with the District Executive Committee to ensure that there are sufficient funds to support and develop Scouting in Croydon.
- Work with the District Executive Committee to secure funding to support and develop Scouting in Croydon from external sources.
- Regularly reviewing the District Finances and Financial model to ensure that it continues to meet the needs of Scouting in Croydon.
- Overseeing the management of the accounts held by the District Explorer Scout Units, District Network Unit, Bears Wood Scout Campsite and Pinewood Scout Centre.
- Providing financial updates and statements etc at meetings of the District Executive Committee.
- Produce an annual budget for approval by the District Executive Committee.
- Make recommendations to the District Executive Committee with regards to the annual District membership fee.
- Make recommendations to the District Executive Committee in respect of matters relating to expenditure, funds held and levels of investment etc.

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- Consider applications (from Groups and individuals) for grants, loans and funding and make recommendations to the District Executive Committee.
- Ensure that accurate records are kept of all income and expenditure for the required period by H.M Revenue and Customs.
- Ensure that there are suitable policies and procedures in place to allow for the prompt payment of all expenditure and claims for expenses.
- Work with the District Executive Committee to ensure that the District accounts are consolidated, prepared and independently examined prior to being presented to the Annual General Meeting of Croydon District Scout Council.
- To ensure that a signed copy of the accounts are forwarded to the County and the Charity Commission within the required period.
- Work with the District Executive Committee to ensure that a claim is made to H.M Revenue and Customs in respect of gift aid.
- To have an oversight of the finances and financial management of individual Groups in the District.

Specific responsibilities for the Chair

- Ensure that the Committee operates in accordance with the requirements detailed above and in a professional manner and in the best interests of Scouting in Croydon at all times.
- To ensure that the Committee meets at least five times a year on a regular basis (and where possible) prior to meetings of the District Executive Committee. Subject to prior agreement these meetings can be held using telephone or video conferencing facilities.
- To regularly communicate with and update the District Commissioner and District Chair with regards to any developments.
- Provide updates/reports (either verbally or in writing) to the meetings of the District Executive Committee.
- Work with the District Treasurer to ensure that financial reports are made to meetings of the District Executive Committee.
- Carry out the quarterly examination of the accounts for District Explorer Scout Units and Network Unit. Bears Wood Scout Campsite and Pinewood Scout Centre,
- Have oversight (where appropriate highlighting any concerns etc) and collate copies of individual Group annual accounts.

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It should be noted that the Chair of the Committee will be co-opted onto the District Executive Committee and will automatically assume all the responsibilities of a Charity Trustee of Croydon District Scout Council.

Specific responsibilities of the Secretary

- To accurately record and keep minutes of all meetings of the Committee.
- Ensure that all members of the committee receive adequate and advance notice of any meeting.
- Provide copies of minutes of the meetings of the Committee to the members of the Committee and all serving members of the District Executive Committee within 14 days of any meeting.
- To ensure that any general correspondence relating to the Committee is kept on file.
- Keep an up to date record of all members of the Committee and ensure they are registered on Compass.

Specific responsibilities for the District Treasurer

- To ensure that a financial report (either verbally or in writing) is made to the meetings of the Committee and that an up to date statement of the District Finances is available.

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