



It starts with Scouts.

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TO: Group Commissioners, Group Treasurers
CC: Area Commissioners, Area Treasurers, Area Support Managers
FROM: BCY Council Commissioners, Council Youth Commissioners & Council Executive Director
SUBJECT: **Group Financial Review for 2015 – 2016 Scouting Year due by November 30, 2016**
DATE: October 13, 2016

Scouts Canada has clear policy statements and regulations regarding financial record reviews published in the [“By Law, Policies and Procedures” Section 11000 - Financial and Fundraising Procedures](#). Cascadia, Fraser Valley and Pacific Coast Councils are required to provide Financial Statements to the National Council, and now must collect Financial Statements from each Group within the Council. These need to be submitted, with the **September 2016 Bank Statement** for each account, by **November 30**, each year to the BCY Service Centre.

Good accounting practices require that every Group perform a review of its financial records annually. This protects everyone connected with money in the Group and Sections. Please note that Section accounts (if applicable) must be reviewed and reported to the Group Committee.

The Council is not asking Groups to perform an Audit, which is onerous; rather, we require that each Group perform a “Financial Review”. The steps in conducting a Review are fairly simple and most Groups should have no problems in meeting the requirements.

We estimate that the Review should be completed within 2 to 4 hours for a typical Group.

Steps to perform a Group Financial Review:

1. Group selects someone to conduct the Financial Review.

The person selected to perform the Review must be independent (i.e. not a member of the group). Someone familiar with bookkeeping can perform this review. Accountants or Auditors would be a good resource if available.

2. The Group Treasurer turns over all financial records for the Group and Sections to the Reviewer.

The records include all group and section financial record books, bank statements, cheque stubs, petty cash balances, receipts, etc. This includes all special accounts (for example Community Gaming Grant - “Gaming Account”).

3. The Reviewer completes the Review of the Group.

The Reviewer must be assured that the record books show a fair picture of the Group finances.

4. Complete the financial statements.

Fill in the blanks on the **Group Financial Review Report** based on the information from the Review and the financial record book(s). The Record Books(s) and financial information must support the Financial Statement. Copies of the supporting records do not need to be included with the statement.

5. Publish the financial statements for the Group Committee.

The **Group Treasurer** should then publish the financial statements for the Group Committee. The Reviewer maybe asked to attend a Group Committee meeting to answer any questions or the Group Treasurer may present the statements instead.

6. **The Reviewer returns all financial records back to the Group Treasurer.**
7. **Forward the Financial Review Statements and the September 2015 Bank Statement for each account, to the BCY Service Centre**

Financial Review Statements are normally due by the end of September as the fiscal year ends on August 31. The **Group Treasurer** must have the review completed and the Financial Statements published and forwarded **by November 30, 2016**, preferably electronically, to the **Area Treasurer and to the BCY Service Centre c/o Liza Gabriel** lgabriel@scouts.ca. These need to be submitted, with the **September 2016 Bank Statement** for each account, by November 30, each year to the BCY Service Centre.

Donations and Tax Receipts

Scout Groups that receive donations and require a tax receipt for the donor need to fill out the [Donation Form](#). The Group should mail the **Donor's cheque** made out to "**Scouts Canada**" and the donation form to the BCY Service Centre. The BCY Service Centre will deposit the cheque. Once the cheque clears the bank, which takes about two to three weeks (if not returned NSF), then the BCY Service Centre will issue a cheque to the Group as identified by the donor. The BCY Service Centre will issue tax receipts for donations of \$25 or more by February 28 following the year during which the donation/gift was made.

*Please note that donation receipts will be sent directly to the donor unless otherwise requested. In addition, **the donation to the Group cheque will only be forwarded to the Group if the Group is Active and its current Group Financial Review Report has been received by the BCY Service Centre.**

Group Financial Review Report

Click [Group Financial Review Report](#) and under **Finance** download the [Group Financial Review Report Template \(Excel\)](#) or contact Iqbal Lalany, BCY Operations Manager at ilalany@scouts.ca.

1. Definitions
2. Checklist
3. Income Statement – Revenue
4. Income Statement – Expenses
5. Income Statement – Community Gaming Grant
6. Balance Sheet

If the Group Treasurer or the Reviewer has any questions or concerns, please contact your Area Treasurer, the Council Treasurer or Iqbal Lalany, Operations Manager at the BCY Service Centre at ilalany@scouts.ca.

We thank you for your attention to this important matter.

Community Gaming Grants

If you receive funds through the [Community Gaming Grants](#), you would have already followed a similar process to the one above. You will need to provide this to the Gaming Policy and Enforcement Branch on their [Gaming Account Summary Report](#). [See Sample](#).

[Community Gaming Grants](#) support the delivery of community organization programs that benefit the citizens of British Columbia. If you wish to obtain these funds for use by your Group, your Group Committee must complete and submit the Application by **November 30, 2016**. Please note, that only [Online Applications](#) are now accepted.

For assistance in filling out the Community Gaming Grant application, Scouts Canada has developed a document that will assist you with the application. Please contact Iqbal Lalany, Operations Manager at the BCY Service Centre at ilalany@scouts.ca and he will send you the **Guidelines for applying for a Community Gaming Grant**.