

The purposes of these financial regulations are to govern the conduct of financial management by Mid Cornwall District Scouts and may be varied by resolution at an executive meeting. To be reviewed each year.

1. All cheques & cash to be given to the treasurer (or nominated person) to bank, with an itemised list.
2. For all BACS payments the treasurer must be informed and given the payment reference.
3. A minimum of three signatories are needed for all bank accounts of which any two signatories can sign. If internet banking and BACS are used, it must be with dual authorisation.
The District Treasurer must be a signatory on all district bank accounts.
4. The accounts to be ratified yearly by the correct process and agreed at an AGM.
5. A District scout executive member cannot undertake any paid employment for Mid Cornwall Scouts [Charity Commission and POR rules]
6. All groups must send the district treasurer a yearly income/ expenditure balance sheet for their group.
7. The district volunteer adult expense policy is as attached to this document and will be reviewed regularly and updated in line with national scout policies.
8. Asset registers for all district equipment to be set up with agreed people holding the lists.
9. The District Commissioner, District Chair or District Treasurer must be informed of any grant application being made on behalf of the District. This application will then be included in the District Executive meeting and monitored by the Finance Subcommittee.
10. The international fund to be administered as the policy states.
11. It is expected that all events and activities should not make a loss.
12. An expected budget forecast for all events to be agreed by the district exec:
 - a. Events over £5k expenditure 9 months before
 - b. Events between £1Kto £5K 6 months before
 - c. Events under £1k before any income/ expenditure is incurred
13. Limits for expenditure:
 - a. The DC or Chair to be able to agree up to £1,000 expenditure
 - b. The full district executive to be consulted and a quorum must agree expenditure in excess of £1,000 with at least 2 quotes to be submitted.
 - c. The executive chair may ask for email agreement in the event of emergency expenditure needed, with it being noted in the next meeting minutes. To be agreed as the quorum and minute at the next meeting.
 - d. Any expenditure over £10,000 must be by tender, with at least 3 tenders supplied.
14. Limits for expenditure re Drummers Lodge district camp site
 - a. The Drummers sub-committee have executive permission to spend their yearly agreed budget, but must take into account the cash flow situation.

- b. In the absence of a formally accepted budget, any expenditure over £100, outside of regular bills (Oil, Water, Electricity), must be agreed by the Chair of the Drummers Lodge Subcommittee, District Commissioner or District Chair.
 - c. Capital/ large expenditure needs executive approval as outlined in section 13.
15. Limits for expenditure for district events, i.e. C2C, district section events and Brownsea expedition.
- a. The Events SAS have district executive permission to spend in line with their agreed budget on revenue expenditure but must take into account the cash flow situation.
 - b. In the absence of a formally accepted budget, any expenditure over £100, must be agreed by the Chair of the District Commissioner or District Chair.
 - c. Capital/ large expenditure needs executive approval as outlined above in section 13.
16. Cash advances for events.
- a. Cash floats **may** be available to facilitate the running of events. Please liaise with the district treasurer in advance.
 - b. Advances may be requested and approved in an exec meeting in the form of a pre-loaded credit card.
17. End of event accounts and reconciliations plus all receipts to be with the district treasurer within 4 weeks. This can be extended with the agreement of the District Executive and will be included in the minutes.
18. All district volunteer adults and any separate committees must be given, and adhere to, this district finance policy and the district volunteer expenses policy.
19. This policy is to be used by and for all district organised events.