

Purpose:

The Finance sub-Committee is established with certain responsibilities as defined below - specifically to act on behalf of (and to advise) the District Executive Committee in relation to the management of financial matters for the District.

It is the Trustees - the members of the District Executive Committee - who have overall responsibility for the effective management of the Charity and as such the Finance sub-Committee reports to the Executive Committee and is to ensure that the latter is kept apprised of actions of the sub-Committee (see below).

Membership:

The membership of the sub-Committee shall be:

- Chairman (appointed annually by the District Executive Committee).
- District Treasurer - as an ex officio member.
- Secretary [of the sub-Committee].
- DC's Nominee Member of the Scout Shop - as an ex-officio member.
- Member of the events SAS
- Two members appointed by the District Executive Committee from within the District.

At least two members of the sub-Committee shall be Trustees of the Charity. The membership of the sub-Committee will be confirmed annually by the District Executive Committee (at its first meeting after the Scout Council's Annual General Meeting).

Right of attendance:

In addition to those listed above (and in accordance with the Constitution of the District Scout Council) the following have right of attendance at the sub-Committee:

- District Chairman.
- District Commissioner.

Co-opted Members:

Up to two additional members may be co-opted annually, if they are leading (a) specific project(s) relevant to the role of the sub-Committee.

Invited to Attend:

When there is specific item of the agenda, others (such as the auditor, banker or chairman of any subsidiary group) may be invited to attend, in order to provide a specialist input.

Quorum:

The quorum for the of the sub-Committee will be 1/3rd plus one of members. In the event that attendance at a meeting does not constitute a quorum, then the meeting should continue but decisions of policy should be referred to the next meeting, or agreed by email where a quorum can provide approval.

Voting:

In accordance with the Constitution of the District Scout Council, only the specified members of the sub- Committee, present at a meeting, may vote. Decisions are made by a majority of the votes cast; in the event of an equal number of votes being cast on either side, in any issue, the chairman does not have a casting vote and the matter is to be taken as not having been carried.

Meetings:

The sub-Committee will normally meet quarterly to ensure it discharges it duties. Additional meetings will be convened as may be required.

Agendas and Minutes:

The sub-Committee has a Secretary who must ensure that agendas, papers and minutes are recorded and properly archived (as directed by the District Secretary). Agendas, supporting papers and minutes are to be circulated to all members of the sub-Committee (including ex-officio members).

Minutes of meetings of the sub-Committee (even if unconfirmed by the sub-Committee) are to submitted to the District Secretary to be circulated to all Trustees for the next meeting of the District Executive.

Remit:

The sub-Committee is responsible to the District Executive for:

1. Supporting the District Treasurer in the provision of advice to the District Executive.
2. Monitoring changes to the regulatory environment and recommending appropriate responses to ensure compliant financial governance.
3. The preparation, maintenance and annual approval, by the District Executive, of governance procedures:

- a. Internal controls
- b. Delegated authorities
- c. Investment policies.
- d. Reserves policy.
- e. Travel and personal expenses policy
- f. Retention Policy
- g. GDPR

with the communication of such policies to those concerned both outside and within the District once they have been approved by the District Executive.

4. Preparing the end of year accounts and annual report (in the format required by the Charity Commission) and the information for inclusion in the Annual Report to the District Scout Council.
5. Managing periodic tender processes for nominated services provided by external suppliers.
6. Ensuring that the annual budget process is run, undertake the review of its output during the year and manage any other major financial review that is required during the year.
7. Reviewing periodic financial results to highlight any points [that may need further explanation] before submission to the District Executive - covering all aspects of the District finances (for example District Events and the Activity Centres Management Board).
8. Support the smooth governance of the District Scout Shop. Ensuring it is running in a way to maximise profits and to make recommendations to the District Executive for use of excess funds.
9. Assist and monitor grants being applied for on behalf of the District.

Review:

These terms of reference will next be reviewed in October 2023