

## Version Control

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|--------------|---|----------|-----------|
| <b>01-22</b> | Rebranding<br>Item 1 – Nominated person added<br>Item 3 – Minimum added, wording amended<br>Item 7 – removed, as duplicate of 3<br>Item 9 – Amended<br>Item 10 – removed<br>Item 15A – Amended to Events SAS<br>Item 15B & 16B added<br>Item 16A - Amended<br>Item 17 - Amended | Jan 2022 | J Rickard |
| <b>02-22</b> | Item 13 - Amended Chair/DC authorising limit<br>Item 13 - Amended amount requiring two quotes<br>Item 14c – Amended bullet letter from A to C<br>Item 14c – Amended wording<br>Item 15b – Amended wording<br>Item 15c – Amended wording   | Oct 2022 | J Rickard |
| <b>01-23</b> | Reworded to Trustee Board<br>Reworded to Finance Advisory Sub Team<br>Item 12 – Amended wording<br>Item 14 – Amended wording  | Oct 2023 | J Rickard |
| <b>01-25</b> | Rewording to reflect new role titles  | Dec 2025 | J Rickard |
| <b>01-26</b> | Item 10 – amended working from international to Support fund  | Apr 2026 | J Rickard |
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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 a Trustee Board meeting. To be reviewed each year.

1. All cheques & cash to be given to the District Trustee Board Treasurer (or nominated person) to bank, with an itemised list.
2. For all BACS payments the District Trustee Board 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 Trustee Board 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 Trustee cannot undertake any paid employment, as a Trustee, for Mid Cornwall Scouts [Charity Commission and POR (16.7.4.4)].
6. All groups must send the District Trustee Board 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 Lead Volunteer, District Trustee Board Chair or District Trustee Board Treasurer must be informed of any grant application being made on behalf of the District. This application will then be included in the District Trustee Board meeting and monitored by the Finance Advisory SubTeam.
10. The support 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 presented to the District Trustee Board before any income or expenditure.
13. Limits for expenditure:
  - a. The District Lead Volunteer or District Trustee Board Chair to be able to agree up to £1,000 expenditure.
  - b. The full District Trustee Board to be consulted and a quorum must agree expenditure in excess of £1,000 with at least 2 quotes to be submitted.
  - c. The District Trustee Board 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 Campsite.
  - a. The Drummers Management SubTeam 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 Management SubTeam, District Lead Volunteer or District Trustee Board Chair.
  - c. Capital/ large expenditure needs Trustee Board approval as outlined in section 13.
15. Limits for expenditure for district events, i.e. Coast2Coast, district section events and Brownsea expedition.
- a. The Mid Cornwall District Events Team have District Trustee Board 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 District Lead Volunteer or District Trustee Board Chair.
  - c. Capital/ large expenditure needs Trustee Board 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 Trustee Board Treasurer in advance.
  - b. Advances may be requested and approved in a Trustee Board meeting in the form of a pre-loaded OSM debit card.
17. End of event accounts and reconciliations plus all receipts to be with the District Trustee Board Treasurer within 4 weeks. This can be extended with the agreement of the District Trustee Board 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.
20. The use and processes for using an OSM prepaid debit card is included in the Volunteer Expenses Policy.