

# 1<sup>st</sup> Bishopthorpe Scout Group



## Finance Policy

Approved by Trustee Board: 05/04/2026

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### Version Control

| Version | Author/ Editor | Changes                   | Release Date |
|---------|----------------|---------------------------|--------------|
| 1.0     | Alex Bishop    | Creation of new document. | 05/04/2026   |

### Group Reserves

In line with Charity Commission guidance (<https://www.gov.uk/government/publications/charities-and-reserves-cc19/charities-and-reserves#sA1>) the Group maintain reserve funds for the following purposes:

- To mitigate the risk of an unforeseen emergency or other unexpected need for funds, e.g. an unexpected large bill or finding 'seed-funding' for an urgent project.
- A source of income, e.g. gift aid, not being available. The reserve funds may be used to provide the trustees time to take action if income falls below expectations.
- Planned commitments, or designations, that cannot be met by future income alone, e.g. plans for a major asset purchase or to a significant project that requires the charity to provide 'matched funding'
- The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before further planned income is received.

The reserve funds target amount is 6 months of operating expenditure averaged over the last 3 financial years. For the reasons provided above It is important that the Group ensures that the reserve funds do not fall below this target for more than 3 months. It is also important that funds do not go significantly above this target unless allocated to a specific funding purpose. The reason for this is that the Group needs to ensure that the Group's revenue is being appropriately spent for the benefit of the members.

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## Section Budgets

### Operational Budgets

Each section is allocated an operational budget of 3.5% of operating expenditure previous year's income to spend on events, equipment and activities for troop nights. There shall be no additional charge for troop night activities. It is the responsibility of the section leader to monitor yearly spend in Online Scout Manager. Should a section leader identify that they have or may exceed their budget they shall inform the Group Lead Volunteer. The budget allocation runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year.

Section leaders are encouraged to propose additional expenditure for the benefit of the members to the Trustee Board for consideration. Such requests should be made at least 6 weeks prior to the costs needing to be incurred.

### Event Budgets

Events for the purpose of this policy are defined as anything that happens outside of normal troop night. Additional fees for such events may be requested from parents or carers.

Event costs should be planned to cover all foreseeable expenditure plus a contingency (typically 20%). Contingency arrangement should take into consideration the nature and duration of an event and the risk that the contingency will be required. Should budget remain following an event any remaining funds shall go back into the Group's general budget.

### Gift Aid

As a low effort but high impact way for the Group to raise funds, parents and carers of Group members are requested to sign up for 'gift aid' if they are able to do so. Should any parents or carers have concerns or require further information on what gift aid involves please refer to this government guidance – <https://www.gov.uk/donating-to-charity/gift-aid>.

The Group's Treasurer at [treasurer@1stbishophthorpescoutgroup.com](mailto:treasurer@1stbishophthorpescoutgroup.com) may be contacted should there be any concerns specific to the Group or questions not answered in the guidance above.

To allow the Group to claim gift aid on your behalf please navigate to the 'Gift Aid' section in Online Scout Manager.

