

# MODULE 11

## Administration: Workbook Appendices



[scouts.org.uk/trainers resources](https://scouts.org.uk/trainers-resources)

## **Appendix 1: Importance of maintaining accurate records and accounts**

Effective record keeping:

- facilitates the safe and effective day-to-day running of Scouting
- helps to save time and to be more efficient
- better meets the needs and expectations of individuals and the Association.

It should not be your responsibility to do all of the administrative tasks. Remember that the administrative workload can be shared out between several people.

Whatever arrangements are put in place locally, everyone needs to work together to ensure that the administrative tasks are being completed effectively and in a timely manner.

## **Appendix 2: Member record management**

**Joining lists and registers of interest:** Joining lists are lists of young people who are the right age to join. Registers of interest, however, list those who would like to join when they are the right age.

These lists should be kept at District level to avoid duplication of names across groups and to enable more effective management of them. Capturing information on the skills, interests and hobbies of the parent or carer, along with whether they are willing to provide the Group with any support, is recommended when young people are added to a joining list.

More information about Managing Registers of Interest and Joining Lists can be found on Member Resources at [www.scouts.org.uk](http://www.scouts.org.uk)

**Maintaining records:** A census of Scouting's membership takes place every year. As part of the census, a list of names and addresses of all adult and youth Members will be required. Keeping this information up to date throughout the year will make the process of completing the census quicker and easier. More information about the census can be found at [www.scouts.org.uk/census](http://www.scouts.org.uk/census)

**Volunteer enquiries:** Effective management of volunteer enquiries relies on having the right person make contact with the adult in the first place. The initial conversation should focus on collecting relevant information from the potential volunteer about what they want to get out of volunteering and what their existing skills and interests are. The follow up is equally as important as the initial contact – don't assume that someone has joined just because the enquiry has been passed on.

**Application forms:** There are a variety of application forms in use. These are:

- **Adult Application (AA) Form:** used for adults joining to apply for a volunteering role. In England and Wales, this form is also used to apply for a disclosure check. It can also be used for adults changing role in England and Wales if a repeat disclosure is required.
- **Occasional Helper (OH) Form:** Used for adults who are not taking on a formal role or appointment but who require a disclosure check. This form is not used in Scotland, where the role of Occasional Helper is not in use.
- **Repeat CRB (RCRB) Form:** Used for adults who require a new disclosure check. Checks are required to be completed at least every five years. More information about Criminal Record Checks can be found on Member Resources at [www.scouts.org.uk](http://www.scouts.org.uk)
- **Change of Role (CR) form:** Used for adults changing role when a repeat disclosure is not required.

Scout Network Members are asked to complete an Occasional Helper Form to apply for their disclosure check in England, Wales and Northern Ireland.

Executive Committee Members must complete an Adult Application or Change of Role Form to ensure that they are signing the correct declaration (ie the Charity Trustee Declaration).

Whatever your role, you could be involved in supporting someone to complete an application form or acting as the identity checker for a disclosure check. To ensure that forms are processed quickly and effectively, it is important to understand the forms that exist and what they are used for.

**Membership database:** This training doesn't cover how to use the online membership database, but do take the opportunity to discuss it with other adults. If you need any support using the membership database, speak to your Training Adviser or Training Manager.

*At the time of writing this module, the membership database was being upgraded. Up-to-date information on how the membership database can support record management can be found by speaking to local users or the Scout Information Centre.*

### **Appendix 3: Data protection quiz**

1. The eight data protection principles which must be applied state that personal data must be:
  1. Processed fairly and lawfully
  2. Obtained for a specified and lawful purpose
  3. Adequate, relevant and not excessive to that purpose
  4. Accurate and up-to-date

5. Kept for only as long as required for the purpose for which it was obtained
6. Processed in accordance with the rights of the data subjects
7. Be kept secure proportionately to the level of harm that could result if unauthorised access occurs
8. Not transmitted outside the European Economic Area (EEA) without consent from the data subject

2. A – race is an example of sensitive personal data. The Data Protection Act categorises certain personal data as sensitive personal data and imposes additional rules about handling this. The data controller must first obtain the explicit consent of the data subject in order to obtain and hold such information. Personal data becomes sensitive if it includes information on:

- racial or ethnic origin
- political opinions
- religious beliefs
- trade union membership
- physical or mental health
- sexual life
- commission of offences or alleged offences.

Note – Explicit consent is not required if the person has already publicised their data, for example for medical purposes, legal proceedings, monitoring racial equality or employment purposes. Height and academic qualifications are not classed as sensitive personal data.

3. C – personal data can only be stored for as long as is necessary. It must be kept for the purpose for which it was originally obtained.

4. B – organisations do not have the automatic right to pass personal information to third parties, unless the individual that it concerns has given permission to do so. The Adult Application form and Occasional Helper form contain declarations for applicants to use to express that they are happy for The Scout Association to pass their details on to carefully selected third parties.

5. True – photographs can be taken at Scouting events and used for appropriate purposes afterwards (on a District website or in a Group newsletter for example). It is a good idea to ensure that registration forms for new youth Members include permission to take and use photographs as appropriate. This allows parents to specify their preferences. This agreement and other information should be checked over and re-signed at regular intervals.

## **Appendix 4: Financial record keeping**

### **Statement one**

This is bad practice. All money received by or on behalf of a Group, District or County must be paid into a bank, building society or savings account held in the name of the relevant Group, District or County. Under no circumstances should any money received be paid into a private individual's bank account.

Bank accounts are usually managed by Group, District or County Treasurers and/or any others authorised by the relevant Executive Committee. Individual sections and units can have their own bank accounts if agreed and accounted for by their Executive Committee.

### **Statement two**

This is bad practice. At least two signatures are required for any withdrawals and Internet banking must provide the electronic equivalent of this. Participants may need to find out from their bank what dual authority options they provide. There are now several banks that provide this facility for online banking. In the situation described, it was still possible for one person acting alone to make payments without first getting a second signature, so their proposed safeguard was ineffective. POR does not specify who the signatories should be, but they do need to be approved and minuted by the relevant Executive Committee.

### **Statement three**

This is good practice. An annual budget is a financial plan for the year ahead and a key financial management tool. Budgets, especially when compared against actual expenditure during the course of a financial year, do help to control expenditure and give advance notice of the income that needs to be raised.

The relevant Executive Committee sets and approves budgets, but they must ensure that it is done in consultation with the rest of the Group, District or County. They will need to know what events are planned, and what equipment or other resources are needed so that they can allow for this in the budget. Even if you are not directly involved in budget setting, you may need to assist in the process by sharing information on events and activities that will be run in the coming year and the resources that will be needed to support them.

### **Statement four**

This is bad practice. There is no formal process in place for the Treasurer to receive and process expenses claims. It would help with financial planning and management to have a system in place for when expenses will be paid. This system should include a clear expenses policy identifying what can be reimbursed and what cannot, together with any rates that might apply eg mileage or telephone costs. All expenses claims should have supporting receipts attached, indicate what event and

activity they relate to and where appropriate be properly authorised as determined by the Executive Committee.

All existing accounting records (including supporting receipts and claim forms) and statements of account must be preserved in line with HM Revenue and Customs requirements, for at least six years from the end of the financial year that they relate to. Remind participants to be careful when reimbursing anything without a receipt or any round sum payments or honorariums. The Group, District or County or the individual could be liable to a tax charge if these are made outside of HM Revenue and Customs guidance.

## **Appendix 5: Best practice and practical tips – financial record keeping**

- If you are involved in handling money, you need to keep a clear record of money received and expenses paid supported by bills, receipts, etc. See Fig 1 over the page as an example of how income can be recorded.
- Often, tear-off slips at the bottom of letters can be used to keep a record of who has paid for particular things.
- Any records or receipts should be stored safely and numbered, if possible (where the reference number links to your balance sheet or ledger).
- Any monies received should be banked at the earliest opportunity.
- It is easier to bank all money received and pay for things out of the Group, District or County account. This enables a clear audit trail. Sometimes people pay for things using cash they have received and often this leads to confusion in record keeping.
- It is easier to complete accounts and record monies as soon as they are received – a few minutes spent doing this on a regular basis will save confusion at a later date.
- Sometimes it is better to keep separate records for separate events and activities rather than recording all expenses on the same balance sheet or ledger. This enables you to better understand the true cost of events and activities.

**Fig 1: Example ledger**

Fig 1 shows an example of how income can be recorded.

| Date   | Name             | Cash         | Chq           | Camp                     | Activity Day | Museum Trip  | Other        |
|--------|------------------|--------------|---------------|--------------------------|--------------|--------------|--------------|
|        |                  | £            | £             | £                        | £            | £            | £            |
| 04-Oct | Paul Marsh       | 25.00        |               | 25.00                    |              |              |              |
|        | Peter Swan       |              | 40.00         | 25.00                    | 15.00        |              |              |
|        | Jane French      | 40.00        |               | 25.00                    | 15.00        |              |              |
|        | Liz Flint        | 5.00         |               |                          |              | 5.00         |              |
|        | Tanya Greaves    |              | 25.00         | 25.00                    |              |              |              |
| 19-Oct | Dak Shah         |              | 20.00         |                          | 15.00        | 5.00         |              |
|        | Sachin Shah      |              | 40.00         | 25.00                    | 15.00        |              |              |
|        | Orla Tomkin      | 15.00        | 40.00         | 25.00                    | 15.00        | 5.00         | 10.00        |
|        | Katherine O'Neal | 5.00         |               |                          |              | 5.00         |              |
|        | Niall Walsh      |              | 30.00         | 25.00                    |              | 5.00         |              |
|        | <b>Total</b>     | <b>90.00</b> | <b>195.00</b> | <b>175.00</b>            | <b>75.00</b> | <b>25.00</b> | <b>10.00</b> |
|        |                  |              | <b>305.00</b> | Banked £305 28th October |              |              |              |

## **Appendix 6: Insurance - true or false**

### **Statement one**

True

### **Statement two**

False. Non-members and Occasional Helpers are not covered by The Scout Association's policies while taking part in Scouting activities, such as fun days, fundraising events or similar. However, should a non-member have an accident and subsequently bring a claim of negligence against The Scout Association or its members, The Scout Association's Public Liability policy will respond to defend or settle the claim.

Extra cover for individuals who are not Members can be arranged by Unity by adding them to the personal accident and medical expenses scheme.

### **Statement three**

False. The Scout Association has no legal interest in personal possessions and therefore cannot insure them against loss or damage. Individuals should ensure that they are adequately covered under their household insurance or Unity can provide separate cover if required.

### **Statement four**

True. Under United Kingdom law, the driver of a motor vehicle must hold a suitable third party insurance (including indemnity to passengers) and the minimum levels of cover have to be provided by any motor insurer. As this is a statutory requirement, The Scout Association does not provide any cover to individuals in respect of their liability as car drivers. Therefore they will need to check with their own motor insurers to see if this is covered under their policy.

### **Statement five**

False. Scout parties travelling abroad will need to take out additional travel insurance to cover medical expenses, money, personal effects, camping equipment, etc. Unity's Overseas Travel Insurance can be purchased to provide these benefits.

### **Statement six**

True. The Scout Association's Public Liability policy will protect members who organise displays (whether just for them and/or where members of the general public are in attendance), but organising and running the event safely does require careful attention to detail and thorough planning. Further information on this can be sought from Unity.