



It starts with Scouts.

**Scouts Canada
BC Yukon**
664 West Broadway
Vancouver BC
V5Z 1G1

T 604.879.5721
T 1.888.726.8876
F 604.879.5725
www.scouts.ca

TO: Group Commissioners, Group Treasurers and Area Treasurers
CC: Area Commissioners, Council Field Executives, Council Commissioners
FROM: Deputy Council Commissioner - Finance
SUBJECT: **Group Financial Review for 2010 - 2011 Scouting Year due by November 30, 2011**
DATE: October 6, 2011

Scouts Canada has clear policy statements and regulations regarding financial record reviews published in the ["By Law, Policies and Procedures" Section 11000 - Financial and Fundraising Procedures](#). Cascadia, Fraser Valley and Pacific Coast Councils are required to provide Financial Statements to the National Council, and now must collect Financial Statements from each Group within each Council.

Good accounting practices require that every Group perform a review of its financial records annually. This protects everyone connected with money in the Group and Sections. Please note that Section accounts (if applicable) must be reviewed and reported to the Group Committee.

The Council is not asking Groups to perform an Audit, which is onerous; rather, we require that each Group perform a "Financial Review". The steps in conducting a Review are fairly simple and most Groups should have no problems in meeting the requirements.

We estimate that the Review should be completed within 2 and 4 hours for a typical Group. If you receive funds through the [Community Gaming Grants](#) administered by the BC Gaming Policy and Enforcement Branch, it is quite likely that you would have already followed a process similar to the one below.

If you wish to obtain these funds for use by your Group, your Group Committee must complete and submit the **Community Gaming Grant Application Form** to the Gaming Policy and Enforcement Branch by **November 30, 2011**. For assistance in filling out the Community Gaming Grant application, Scouts Canada has developed a [document](#) that will assist you with the application.

Steps to perform a Financial Review:

- 1. Group selects someone to conduct the Financial Review.**
The person selected to perform the Review must be independent (i.e. not a member of the group). Someone familiar with bookkeeping can perform this review. Accountants or Auditors are not required.
- 2. The Group Treasurer turns over all financial records for the Group and Sections to the Reviewer.**
The records include all group and section financial record books, bank statements, cheque stubs, petty cash balances, receipts, etc. This includes all special accounts (for example Community Gaming Grant - "Gaming Account").
- 3. The Reviewer completes the Review of the Group.**
The Reviewer must be assured that the record books show a fair picture of the Group finances.

4. Complete the financial statements.

Fill in the blanks on the [Group Financial Review Report](#) based on the information from the Review and the financial record book(s). The Record Books(s) and financial information must support the Financial Statement. Copies of the supporting records do not need to be included with the statement.

5. Publish the financial statements to the Group Treasurer and Committee.

The Group Treasurer must also send copies of the statement to the **Area Treasurer and the Council Treasurer**. The Reviewer maybe asked to attend a Group Committee meeting to answer any questions or the Group Treasurer may present the statements instead.

6. Reviewer returns all financial records back to the Group Treasurer.

Financial Reviews are normally due by the end of September as the fiscal year ends on August 31. Please have the review completed and the Financial Statements published and sent in to the BCY Operations Centre by **November 30, 2011**.

If anyone in your Group or the Reviewer has any questions or concerns, please contact your Area Treasurer or the Council Treasurer.

We thank you for your attention to this important matter.

COUNCIL	COUNCIL TREASURER	PHONE	E – MAIL
Cascadia	Erik Jorgensen	250-748-5814	erikjorgensen@discoveryhonda.com
Fraser Valley	Ken Pepin**	604-209-1113	kpepin@scouts.ca
Pacific Coast	Nadim Valiani	778-839-1786	nvaliani@hotmail.com

**As FVC does not currently have a Council Treasurer please contact Ken Pepin, Council Commissioner or the Former Council TREASURER Andy McClure at agmcclure@hotmail.com.

To obtain the [Group Financial Review Report](#) (excel document) click on the [link](#) or contact Iqbal Lalany, BCY Operations Manager at 604-879-5721 ext 223 or by email ilalany@scouts.ca and he will send it to you.

1. Definitions
2. Checklist
3. Income Statement – Revenue
4. Income Statement – Expenses
5. Income Statement – Community Gaming Grant
6. Balance Sheet