

# Administration (11)

## Workbook Appendices

# Contents

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<b>Appendix 1</b>	<b>4</b>
<b>Appendix 2</b>	<b>4</b>
<b>Appendix 3</b>	<b>5</b>
<b>Appendix 4</b>	<b>7</b>
<b>Appendix 5</b>	<b>8</b>
<b>Appendix 6</b>	<b>9</b>

**Note:** In some parts of the UK, Scout Counties are known as Areas or Islands – and in one case it is known as a Bailiwick. But for ease of reading, this publication simply refers to Counties.

In Scotland, there is no direct equivalent to a County or Area. Instead, Scouting is organised into Districts and Regions, each with distinct responsibilities. Some County functions are the responsibility of Scottish Regions, while others lie with Scottish Districts. The focus of responsibility is outlined in Scottish variations of Policy, Organisation & Rules.

**Editors**

Owen Ward  
Celia King  
Louise Fuller

**Contributors**

Debbie Evans  
Don Wills  
A selection of Section Leaders, Trainers and Managers from around the UK

# 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 Scouts as a charity.

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 Scout 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, ages of members, ethnicity and additional needs data is collected. 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 depending where you volunteer in the UK. These are:

- Adult Information Form: used for adults joining the Scouts in all parts of the UK to apply for a volunteering role.
- ID Checking Form: used for adults in England and Wales who need to complete a disclosure check.
- Disclosure Scotland, PVG Application Form; used for adults in Scotland who need to complete a disclosure check.
- Scouts NI Information Form; used for adults in Northern Ireland who need to complete a disclosure check.
- Young Person Information Form; used by parents/guardians to inform Section Leaders the details needed for their young person to join the Scouts.

Executive Committee Members must complete an Adult Information Form to ensure that they are signing 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 'Compass':** This training doesn't cover how to use Compass, 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, Training Manager or take a look at the userguides and training videos on [www.scouts.org.uk/compass](http://www.scouts.org.uk/compass).

## Appendix 3

### Data protection quiz answers

1. There are six data protection principles in the GDPR. The first two are included below. How many of the other six can you name or guess?

1.	Processed lawfully, fairly and in a transparent manner in relation to individuals.
2.	Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3.	Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
4.	Accurate and, where necessary, kept up-to-date.
5.	Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6.	Processed in a manner that ensures appropriate security of the personal data.

2. Additional rules are in place for the handling of 'sensitive personal data'. Which of these is an example of sensitive personal data?

- a. Race
- b. Height
- c. Academic qualification
- d. Religious beliefs or other beliefs of a similar nature

X
X

Race is an example of sensitive (special category) personal data. The Data Protection Act 2018 and GDPR categorises certain personal data as sensitive (special category) personal data and imposes additional rules about handling this. The data controller must first assess that the collection and processing of sensitive (special category) personal data is justified. There are a number of justifications that could apply from explicit consent through to the legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body. Personal data becomes sensitive (special category) if it includes information on:

- racial or ethnic origin
- political opinions
- religious beliefs
- trade union membership
- physical or mental health

- sexual life
- biometrics.

**Note** – Height and academic qualifications are not classed as sensitive (special category) personal data.

3. How long can personal data be stored?

- a. Five years
- b. There is no time limit
- c. Only as long as it is necessary

X

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. There’s an example of a retention policy that local Scouting can use within the GDPR toolkit on [www.scouts.org.uk/gdpr](http://www.scouts.org.uk/gdpr)

4. Which of the following does an organisation not have the automatic right to do under the GDPR?

- a. Store your personal data for the purposes it was obtained
- b. Pass your personal data onto third parties
- c. Grant you access to the personal data that they store on you
- d. Religious beliefs or other beliefs of a similar nature

X

Organisations do not have the automatic right to pass personal information to third parties, unless the individual that it concerns has given explicit permission to do so. The Adult Information Form contains 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. Photographs can be taken at Scouting events and used for the purposes people consented to – true or false?

- True
- False

X

Photographs can be taken at Scouting events and used for the purposes they were taken for 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, along with other information held, should be checked over at regular intervals. More information about photographs and data protection can be found on [www.scouts.org.uk](http://www.scouts.org.uk).

# 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. 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 below 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 on 28th October			



# Appendix 6

## Insurance – true or false answers

### Statement one

Public liability insurance provides cover for Managers, Leaders and others authorised to be in charge of, or to assist with, Scout activities. It covers claims made against them for loss, injury or damage incurred while in charge of, or assisting with, any authorised Scout activities.

True

False

### Statement two

Non-members (and Occasional Helpers where used) are automatically covered under the Scouts' personal accident and medical expenses scheme.

True

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

Personal possessions, such as mobile phones and laptops, are covered for damage or loss while doing Scouting activities.

True

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

Motor insurance for transporting Scouts to and from events in your own vehicle is not covered by the Scouts' policies.

True

False

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

Overseas cover, for when taking Scouts abroad, is automatically provided by the Scouts' cover.

True

False

X

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

The Scouts' legal liability policy protects members who are organising local fireworks displays.

True

False

X

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.