

Administration (11)

Trainer's Notes

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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.

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Pre-course

Who is this training for?

This module is for Section Leaders, Assistant Section Leaders, Managers and Supporters working towards their Wood Badge. It is also for Administrators who want to undertake further training.

It provides participants with information and an opportunity to share best practice on how to manage the administrative tasks required in their role.

Planning considerations

Administration can be a difficult subject to train people in and can easily end up involving long periods of trainer input and excessive paperwork. Be aware of this and take steps to avoid it, focusing on the key messages of the training and avoiding getting drawn into detailed discussions. The material provided here tries to avoid that as much as possible, although there are some areas where detailed input is vital in meeting the module objectives.

This information is not a script for the sessions. Prior knowledge and research of the subject matter will be required before it can be delivered effectively.

This training session may need to be adapted depending on what roles the participants hold. Information relating to different roles has been included in the trainer's notes.

Session details

These trainer's notes contain around two and a half hours' worth of training. Detailed timings are set out below:

- Introduction (20 minutes)
- Member records and data protection (70 minutes)
- Finance (40 minutes)
- Insurance (25 minutes)

Aim

To provide information and best practice on how to manage administrative tasks in Scouting.

Objectives

1. State the importance and value of maintaining accurate records and accounts.
2. List the records that need to be maintained within their Section, Group, District or County and the ways they can be stored and managed.
3. Keep records in accordance with the General Data Protection Regulation (GDPR), Data Protection Act, POR and other relevant legislation and regulations.
4. Describe the various adult application forms and what they are used for.
5. Explain the financial responsibilities and procedures relevant to their role in their Section, Group, District or County.
6. Outline the insurance arrangements for Section, Group, District or County activities, events, property and/or equipment, as relevant to their role.

Methods

A series of sessions or stand-alone tasks

This module can be delivered as a series of training sessions, or as standalone tasks. For example, the tasks on Member record management and data protection could be run on their own for Administrators.

One-to-one training

This module can be delivered on a one-to-one basis by a trainer or someone with sufficient experience to take an adult through the subject areas. In this case the timings and methods will need to be reviewed and revised to suit the

learner.

Workbook

Trainers should note that there is also a workbook available for learners to use as facilitated self-study, if they choose to complete the learning in this way. It contains exercises that match some of the tasks from the trainer's notes. Trainers may wish to use the workbook for delivering small group training.

While using the module, you will see the following symbols:



Trainer input – guidance on what to deliver to the participants, to help you structure the training sessions.



Trainer note – background notes for your reference on task design and aims of tasks and ideas for running activity sessions.



Task – activities or discussions for participants to undertake.

Resources for session

- Sticky notes.
- Flipchart paper or card and pens.
- Copies of Insurance: Where Do I Start? – downloaded from www.unityinsuranceservices.co.uk/sites/default/files/Unity_Scout_Resources_Where_Do_I_Start_v1-0a.pdf
- Sets of cards marked with True and False – enough for each participant.
- Information on Administration in Scouting that can be found at www.scouts.org.uk/volunteers/running-your-section/administration/
- Copies of the relevant handouts and appendices.
- Copies of the Adult Information Form, Young Person Information Form and national vetting check forms, as relevant to your location.
- GDPR alignment steps that can be found at www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management/gdpr-toolkit/ – specifically Steps 5, 8 and 11.
- Adult 'Prepared' Handbook – available from Scout Store.
- Copies of Insurance – downloaded from www.unityinsuranceservices.co.uk/scout-insurance

It may also be useful to have a copy of Policy Organisation (POR) (or Scottish variations from POR) to hand, which outlines the policies and rules that govern the Scouts, in case any questions arise.

Introduction (20 minutes)

Objective:

List the records that need to be maintained within their Section, Group, District or County and the ways in which they can be stored and managed.

Resources:

- Sticky notes.
- Flipchart paper or card and pens.
- Information on Administration in Scouting, which can be found on Member Resources at www.scouts.org.uk

Trainer input (5 minutes)



Welcome participants to the session, explaining that this training provides information and an opportunity to share best practice on how to manage the administrative tasks required in their role.

Introduce any course staff – it may be helpful at this stage to state what skills and experiences they have that might be relevant to the course. Cover domestic arrangements such as fire exits, toilets, phones, tea and coffee, and so on. You may wish to include an icebreaker (a short introductory activity) at this point. There are a number of these available in the trainers' resources area on www.scouts.org.uk/trainersresources.

Outline the course to participants and explain that the following subjects will be covered:

- Member records and data protection
- Finance
- Insurance

Task (15 minutes)



As a short introductory exercise, split participants into groups of three or four and provide them with some sticky notes. Ask them to write down the key administrative tasks that they associate with their role. Each task should be written on a separate sticky note.

Once completed, explain that the majority of tasks that they complete will fall into one of the following three categories:

- Member records
- Finance
- Insurance

Have these headings already written on separate sheets of flipchart paper and stuck up around the training room. Ask each group in turn to feed back three or four of the tasks that they came up with and place them under the appropriate headings. You may also find it useful to have another sheet of flipchart paper prepared with the heading 'general administrative tasks', in case any of their answers do not fit within one of the three main headings.

A list of the key administrative tasks that should be highlighted can be found on Member Resources at www.scouts.org.uk under Administration in Scouting. The list is not exhaustive, so there may be other tasks that some participants carry out that are not listed.

Ask the group to consider the range of administrative tasks that need to be completed. Explain that in order to do these effectively, a range of information or data will need to be kept. This includes:

- Member data – personal details, contact information and relevant information about their involvement in Scouting (i.e. roles, attendance, progress towards badges, training or additional needs).
- Financial information – receipts, invoices and records of income and expenditure.
- Information for insurance purposes – inventories of equipment owned and loaned out.

There are also a number of ways this information can be stored, from using the online membership database, to paper and electronic based records. It doesn't really matter what method you use, so long as it's efficient, accurate and fit for purpose.

The rest of this module will look at how to carry out these tasks effectively and in line with rules and legislation.

Member records and data protection (70 minutes)

Objectives:

1. State the importance and value of maintaining accurate records and accounts.
 2. List the records that need to be maintained within their section, group, district or county and the ways they can be stored and managed.
 3. Keep records in accordance with the General Data Protection Regulation, Data Protection Act, POR and other relevant legislation and regulations.
 4. Describe the various application forms and what they are used for.
-

Resources:

- Flipchart paper or card and pens
- Handout A – Discussion topics on effective Member record management
- Handout B – Data protection quiz
- Appendix 1 – Answers for data protection quiz

You might also want to have copies of the Adult Information Form, Young Person Information Form, and the relevant vetting criminal record checking forms for your part of the UK.

Record keeping

Task (5 minutes)



In buzz groups, ask participants to discuss why they think it is important to maintain accurate records and accounts. Ask them to draw on their own personal experiences of administration within Scouting. Have they ever encountered any problems or challenges because of poor record keeping?

Feedback (10 minutes)

Prepare a piece of flipchart paper with 'Why' written on it. Ask each group in turn to share one reason why record keeping is important and write the answers on the flipchart.

Reinforce that effective record keeping facilitates the safe and effective day-to-day running of Scouting. It helps to save time, to be more efficient and to better meet the needs and expectations of individuals and the Scouts as a whole movement.

Highlight to participants that it should not be their responsibility to do all of the administrative tasks. 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 and secure manner.

Task (15 minutes)



Explain that in this session you will be giving participants some time to discuss the management of member records. They will be able to share their own ideas and approaches with each other.

Split participants into groups depending on their roles (i.e. Section Leaders, Managers, and so on). Ask them to look through the questions in Handout A and choose those that they would like to discuss in more detail with the

others.

Trainer's note



This task should be used to allow participants to shape their learning experience. They should spend the time reflecting on their own administration practices and finding out more about those areas of Member record management that they feel could be done more effectively. You may find it helpful for the discussions to be supported by a tutor or facilitator.

You should be flexible with the timings for this task, enabling sufficient time for idea sharing. However, keep an eye on discussions so that they can be drawn to a close earlier if necessary. If discussions are productive, additional time should be allowed for this task.

Feedback (15 minutes)

Ask one participant from each group to provide a brief summary of their discussion and pull out any key points. If you used tutors or facilitators you may want to ask them to provide this feedback.

Ensure that the key points below are addressed in the feedback:

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

It is recommended that these lists are 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.

Maintaining records: It is worth mentioning that a census of Scouting's membership takes place every year. 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

When members change role or leave, their record should be shared with their line manager and/or Executive Committee to ensure they are not lost. Records should be kept in line with your Data Privacy Policy/Retention period and only as long as needed.

Complaints data and associated records, any legal correspondence, and any other records relating to operating of charity should be stored at Executive Committee level.

Volunteer enquiries: Effective management of these relies on having the right person making 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, interests and availabilities are. The follow-up is equally as important as the initial contact – it is important not to 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 Information Form: used for adults joining to apply for a volunteering role
- Identity Checking Form: used by any person completing a DBS application identity check; for adults who wish to undertake a role in Scouting that requires a criminal record check in England, Wales and British Scouting Overseas.
- Disclosure Scotland PVG form: used by any person completing a Scottish disclosure check; for adults who wish to undertake a role in Scouting that requires a criminal record check in Scotland.
- Access NI Form: used by any person completing a Scottish disclosure check; for adults who wish to undertake a role in Scouting that requires a criminal record check in Northern Ireland.

It may be worth highlighting that Executive Committee Members must complete an Adult Information Form to ensure that they are signing the correct declaration (i.e. the Charity Trustee Declaration).

Any adult in Scouting can 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, all adults should understand the forms that exist and what they are used for.

Membership database "Compass": This training is not designed to teach participants how to use the Compass database, but its use can be discussed. If more detailed guidance on how to use Compass is required, explain the support that is available on the Compass Support Site including detailed 'How To' guides and films, 'Quick Reference Guides and FAQ's.

Subject Access Request: Individuals have a right to a copy of the personal data an organisation holds about them, which might include personal emails and messaging apps. When a person requests a copy of their personal data from either The Scouts UK headquarters or a Scout Group, District, County/Area/Region (Scotland), then they are in effect making a Subject Access Request (SAR) under the GDPR. An individual does not need to expressly state that they are making a SAR so we need to be careful in recognising when we receive a request for personal data.

The GDPR provides rules as to how an SAR must be complied with. As the GDPR applies to both the Scouts UK headquarters as well as local Scouting (as each Scout Group, District, County/Area/Region (Scotland) is created and operates as an independent charity in its own right), both must comply with SAR's. Further detailed guidance is available on the Subject Access Requests webpage.

Enquiries & Complaints: Enquiries received from members of the public and others such as parents/carers should be reviewed and responded to by the relevant section leader/group scout leader. Complaints should be responded to by the relevant line manager including Group Scout Leader, District Commissioner and County/Regional (Scotland) Commissioner.

Trainer input (5 minutes)



Explain that one of the terms that always comes up when we speak about Member records is data protection.

Anyone handling personal data, regardless of their role, should be aware of, and abiding by, the General Data Protection Regulations (GDPR) and the Data Protection Act (DPA).

The GDPR and DPA controls the way that information is handled. It helps to protect individuals' interests by obliging organisations to manage the information that they hold on people in a proper way.

Highlight that this section of the training will outline the principles of the GDPR to participants, to help them feel more confident when responding to queries on it and to ensure that they are doing things in line with the regulations.

NB: Please ensure that you signpost participants to further resources on GDPR:

- GDPR toolkit
- GDPR e-learning

Task (20 minutes)



Data protection quiz

Run the data protection quiz form (Handout B). The quiz can be done individually, as a small group task, or as a whole group question and answer session.

Make sure that you fully explain the answers outlined in Appendix 1 to participants (even if they get the answer correct), answering any follow-up questions that arise. The discussion around the answers is where the participants will learn from this task, so ensure that sufficient time is given to this.

Trainer's note (Scotland)



In Scotland, ensure that all Section Leaders are aware that passing Scout progress records to schools, so that young people's learning can be credited towards their Curriculum for Excellence, does not breach any data protection rules.

Information data protection and the GDPR can be found on Member Resources at www.scouts.org.uk/dataprotection. Alternatively, the information available from the Information Commissioner's website on the GDPR can be used as a handout. www.ico.org.uk

If you do not use handouts, remember to signpost participants to these resources.

Conclude this part of the training by emphasising that:

- Maintaining accurate records and accounts is essential for the smooth running of Scouting. Administrative tasks can be shared out. Everyone needs to work together to ensure that administrative tasks are being completed effectively and in a timely manner.
- All Sections, Groups, Districts and Counties must ensure that they are abiding by the GDPR and must apply its six data protection principles.

Finance (50 minutes)

Objective:

Explain the financial responsibilities that occur in your Section, Group, District or County.

Resources:

- Handout C – Financial record keeping: good or bad practice
- Appendix 2 – Answers to financial record keeping: good or bad practice
- Handout D – Example ledger

Trainer input



Remind participants that each Scout Group, District and County in England, Wales and Northern Ireland is an independent charity, operating under the umbrella organisation of the Scouts. As such, they are required to take responsibility for their own finances. This is not just the responsibility of the Treasurer or the Executive Committee. The need to manage and keep track of money occurs at every level, from a County budget to a float for a Section.

* In Scotland, each Scout Group, District and Region must be registered with the Office of the Scottish Charity Regulator to be recognised as a charity. Regardless of whether or not they are a registered charity, they are still required to take responsibility for their own finances.

Task (20 minutes)



Split participants into groups based on their role and hand each group a copy of the statements in Handout C.

Ask them to discuss the statements in their groups and decide on whether they think the situation shows good practice or bad practice. While deciding, they should be encouraged to discuss their own administrative practices and to reflect on whether they can make any improvements to enable better financial records keeping. Ask them to make a note of any additional good practice that they discuss as a group and to be prepared to share this during feedback.

Trainer's note



Some participants may be new to their roles or may not have much experience of finance handling. Even if this is the case, participants should still be able to form an opinion on the statements.

Depending on the time you have available, you may choose to give each group just one or two statements to review. If this is the case, you can reduce the timing accordingly.

Feedback (15 minutes)

Collect the feedback on each statement from the groups and summarise the key points using notes below.

Trainer input (15 minutes)



Ask participants to share anything else that they discussed in their groups related to effective financial record keeping. If the following points are not raised, ensure that you highlight them as some key principles:

- If involved in handling money, a clear record of money received and expenses paid supported by bills, receipts etc. is required. You may find it helpful to talk through Handout D to provide an overview 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 if possible, numbered (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.
- Often people like 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.

Conclude this part of the training by highlighting that they have now looked at rules and guidance on finance and bank accounts.

POR Rule 5.6 (if in Scotland, please refer to the Scottish variations of these) deal specifically with finance in the Scout Group, District and County, and with bank accounts.

Emphasise that if participants feel uncomfortable around figures or cannot make sense of financial information that they have been given, they should ask for help from colleagues or a suitable person from outside of Scouting. Highlight that there is no need to be embarrassed if this is the case – numbers are not everyone's thing!

Conclude the session and inform participants that more information on financial administration can be found on Member Resources at www.scouts.org.uk.

A session on 'Finance for all' is available as part of the Executive Committee support from County training teams.

Insurance (25 minutes)

Objective:

Outline the insurance arrangements for District or County activities and events

Resources:

- Copies of Insurance: Where do I Start? – downloaded from https://www.scoutinsurance.co.uk/unity_resources.html
- Sets of cards marked with True and False - enough for each participant
- Appendix 3

Trainer input (5 minutes)



Highlight to participants that although insurance of persons, property and equipment is the responsibility of the Executive Committee at Group, District or County level, it is still important for everyone to have a general overview and understanding of insurance.

Say that this session will cover the basics that everyone needs to know, but if they have any more specific questions, they may need to contact Unity (Scout Insurance Services) or their own insurance broker.

Explain that the Scouts, through Unity (Scout Insurance Services), provides insurance to protect what is most important to Scouting: its members.

There are three kinds of insurance arranged by Unity for the Scouts. They are paid for out of annual membership fees paid by Groups, Districts and Counties. These are:

- Public liability for people running Scout events – This provides protection for Members against claims made against them for loss, injury or damage incurred by others during Scouting activities.
- Personal accident and medical expenses – This provides benefits in the event of an injury incurred during a Scout activity.
- Trustee indemnity – This provides protection for Executive Committee Members against legal action being taken against them, on the provision that they have fulfilled the responsibilities of their roles and not taken undue risks.

In addition to this, you need to ensure that you have adequate cover for:

- Buildings owned or occupied by Scout Groups, Districts or Counties – including loss or damage caused by fire, break in, storm and vandals. You will also need cover when you hire your building out to others.
- Contents of your premises and equipment – Including cover for loss or damage to items in transit, camping equipment in use within the UK and accidental damage cover.

Task (15 minutes)



Explain to participants that they are now going to do a quick quiz to see how familiar they are with the subject and what it means for them.

This task should be run as a whole group. Using the sets of True and False cards, read out the series of statements from Appendix 3 and ask participants to raise the True card if they think the statement is true and the False card if they think the statement is false.

Use the guidance notes below each question to give an explanation of the answer.

Trainer input (5 minutes)



Highlight that hopefully this session has given participants a better understanding of insurance and the different types of cover that are available.

If there are any specific questions, highlight that participants may need to refer them to Unity (Scout Insurance Services) or to their own insurance broker directly. Insurance: Where do I Start? Summarises the cover provided by Unity (Scout Insurance Services) and suggests steps to go through when arranging cover. These can be used as handouts for participants.

Close

Thank participants for their participation in the session.

Reflect on the fact that this session has covered:

- Member record management and data protection
- finance
- insurance

Highlight to participants that in order to protect the safety and welfare of themselves and the young people and other adults in their care, it is important to know their responsibilities with regard to administration and record keeping. It is also essential that they know where and how to access the appropriate forms and additional information if they need it. They should also remember that advice and guidance can also be sought from others doing a similar role to them.

Remind participants of any resources that have been highlighted as part of the training session, answer any questions, and conclude the session.

Handout A

Discussion topics on effective Member record management

Spend time in your groups finding out how others manage their Members' records. Find out what works well and what could be improved. Make a note of any changes that you might want to make to how your Section, Group, District or County manages Member records.

Not all questions will be relevant to you. Spend time discussing those that are relevant to your role.

Youth Member Records

- Do you have joining lists and registers of interest? How do you manage them? What works well and what doesn't work so well?
- How do you maintain your youth records and ensure they are up-to-date?
- How do you manage attendance and record progress towards achieving badges and awards?
- Do you use an online membership database? What for?

Adult Member Records

- Do you manage enquiries from adults wishing to volunteer? How do you do this? What works well and what doesn't work so well?
- Do you know about the various adult volunteer application forms and who should complete them? What is your role in ensuring that that they are completed correctly?
- How do you maintain your adult records and ensure they are up to date?
- Do you use Compass; the online membership database? What for?

Other Records

- How do you manage enquiries/complaints received by your group/section? Do you know who is responsible for dealing with these?
- How long should you store an enquiry received from a parent/carer?
- Do you know where to send/store records if you are leaving the movement or moving on to a different role?
- Can you think of examples of records you should store with your Executive Committee?

Handout B

Data protection quiz

1. There are six data protection principles in 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.	
4.	
5.	
6.	

2. Additional rules are in place for the handling of 'sensitive personal data'. Which of these is an example of sensitive personal data?
- Race
 - Height
 - Academic qualification
 - Religious beliefs or other beliefs of a similar nature
3. How long can personal data be stored?
- Five years
 - There is no time limit
 - Only as long as it is necessary
4. Which of the following does an organisation not have the automatic right to do under the GDPR?
- Store your personal data for the purposes it was obtained
 - Pass your personal data onto third parties
 - Grant you access to the personal data that they store on you
5. Photographs can be taken at Scouting events and used for the purposes people consented to – true or false?
6. You receive the following email from a parent:

'Please can you send me all of the personal information you hold in relation to my 9 year-old Son who attends your Cub Pack.'

What steps should you take next?

Appendix 1

Answers to data protection quiz

1. The six data protection principles which must be applied state that personal data must be:

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. **A** – 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. **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. There's an example of a retention policy that local Scouting can use within the GDPR toolkit on www.scouts.org.uk
4. **B** - 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. **True** – 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.
6. **Refer the request to your local Executive Committee to handle as a Subject Access Request.** You should ask anyone who may hold records relevant to this request to bring it all into one place, and the individual responsible for dealing with the SAR should review the records before providing a response in line with GDPR and DPA. You should also ensure someone (either the person handling the SAR or the relevant leader) has provided an acknowledgment to the parent.

Handout C

Financial record keeping: good or bad practice

Spend time in your groups discussing the following statements and deciding whether they show good practice in financial administration and management.

Make use of the opportunity to discuss with others how they manage their finances, making a note of other examples of best practice that you would like to share with the rest of the group when feeding back.

Statement one

The 6th Dinton Scout Group is planning a camp for all three sections over the summer. They have sent each parent a letter with information about the camp and have asked for deposits of £15 to be paid to secure a place for their child. They have asked for cheques or internet transfers to be made payable to the relevant Leader for the section.

Statement two

Dinton Scout District have just started using internet banking after a review of their previous banking arrangements concluded that it was taking too long to make payments and withdrawals.

The Treasurer is the sole holder of the payment cards and authorisation details for the online account. The District Executive Committee has asked the Treasurer to ensure that a paper signature from another member of the Committee is collected before a transaction can be made.

Statement three

The 23rd Dinton Scout Group uses a budget and regular management accounts during each financial year, to help them control their expenditure. They also use budgeting to help them work out what income they need to raise, which means that they can plan their fundraising activities accordingly.

Statement four

Dinton Scout District regularly receives expense claims from its members for expenditure incurred from events and activities that they have been involved with. The District Treasurer regularly receives receipts from members with a request for prompt payment, as and when they see them. The Treasurer often has no prior knowledge of what these receipts are for.

Appendix 2

Answers to financial record keeping: good or bad practice

Statement one

The 6th Dinton Scout Group is planning a camp for all three sections over the summer. They have sent each parent a letter with information about the camp and have asked for deposits of £15 to be paid to secure a place for their child. They have asked for cheques or internet transfers to be made payable to the relevant Leader for the section.

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 be paid into a private individual's bank account. Bank accounts are usually managed by Group, District or County Treasurers, 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

Dinton Scout District has just started using internet banking after a review of its previous banking arrangements concluded that it was taking too long to make payments and withdrawals. The Treasurer is the sole holder of the payment cards and authorisation details for the online account. The District Executive Committee has asked the Treasurer to ensure that a paper signature from another member of the Committee is collected before a transaction can be made.

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

The 23rd Dinton Scout Group uses a budget and regular management accounts during each financial year, to help them control their expenditure. They also use budgeting to help them work out what income they need to raise, which means that they can plan their fundraising activities accordingly.

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 this 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.

Highlight to participants that even if they are not directly involved in budget setting, they may need to help the process by sharing information on events and activities that are going to be run during the coming year and the resources that will be needed to support them.

Statement four

Dinton Scout District regularly receives expense claims from its members for expenditure incurred for events and activities that they have been involved with. The District Treasurer regularly receives receipts from members with a request for prompt payment, as and when they see them. The Treasurer often has no prior knowledge of what these receipts are for.

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 e.g. mileage or telephone costs. All expense claims should have supporting receipts attached, indicate what event and activity they relate to and 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 and/or the individual could be liable to a tax charge if these are made outside of HM Revenue and Customs guidance.

Handout D

Example ledger

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	
	Total	90.00	195.00	175.00	75.00	25.00	10.00
		305.00		Banked £305 on 28th October			

Appendix 3

Insurance quiz

1. 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 or false? **True**
2. Non-members (and Occasional Helpers where used) are automatically covered under the Scouts' personal accident and medical expenses scheme – true or false? **False**

Non-members and Occasional Helpers are not covered by the Scouts' 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 Scouts or its members, the Scouts' 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.

3. Personal possessions, such as mobile phones and laptops, are covered for damage or loss while doing Scouting activities – true or false? **False**

The Scouts have 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.

4. Motor insurance for transporting Scouts to and from events in your own vehicle is not covered by the Scouts' policies – true or false? **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 Scouts do 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.

5. Overseas cover, for when taking Scouts abroad, is automatically provided by the Scouts' cover– true or false? **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.

6. The Scouts' legal liability policy protects members who are organising local fireworks displays – true or false? **True**

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