



Glamorgan West Area Scout Council

Area Financial Support Policy

The Glamorgan West Area Scout Council is the electoral body that supports Scouting in the Glamorgan West Scout Area. Its executive functions are exercised through the Glamorgan West Area Executive and it is this body that ensures that due diligence has been exercised on Area expenditure. It is the body that also considers, and approves or rejects, applications for financial support from individuals, Groups, Explorer Scout Units, Area Network or Scout Active Support Units within its Area.

It is an overriding principle that before it can consider any such application, the Executive itself must have the necessary funds available to meet the request and also, that all applications must be for the purpose of providing or supporting Scouting in the Area.

1. Alterations, improvements etc to Group HQs

It is envisaged that most financial support requests will be from Groups in order to carry out essential work, alterations, improvements etc to their HQs. If approved, it is envisaged that such support will be in the form a loan to the Group and that interest at a rate to be set by the Area Executive will be added to the loan.

However before any such financial support request is put before the Area Executive for consideration, the relevant District Commissioner and/or officers of the Area Executive will confirm that the Group

- has prepared and submitted annual accounts to the Area Treasurer
- if appropriate, is using Gift Aid
- does not have the necessary funds available itself to pay for the work
- has applied for any grants that may be available from outside bodies, or can demonstrate why such a grant will not be available to it
- is charging a realistic membership fee to its members
- does not have any outstanding amounts owed to Area
- has provided full details of what the money is required for, including the submission of any business case that may be thought necessary
- has obtained all the relevant permissions, including planning permission if needed, to carry out the work
- has obtained three quotes from reputable firms for any work that is to be carried out, or for any materials that are going to be purchased (if the work is being carried out by the Group members themselves)
- has shown how it intends to repay the loan and interest and over what period of time

If such a loan is approved by the Area Executive, the Group shall be provided with an Agreement between it and the Area, together with details of the loan repayment schedule.

No loan will be granted until the Agreement has been agreed and signed by an authorised person within the Group. Repayment of the full amount will be by means of a monthly standing order to the Area bank account, or by any other method agreed with the Area Treasurer.

2. Other Financial Support

The Area Executive will also consider requests to underwrite or contribute to Area events and will accept requests from individuals for financial support for them to attend training courses, obtain specialist qualifications or to attend Jamborees etc. Each request will be considered on its merits **and will be subject to the overriding principle shown above.**

In addition, Area events must always aim to be self-financing; must have an identified committee; and must prepare a full budget covering all projected income and expenditure, which includes an amount set aside for contingencies. No financial expenditure shall be incurred or pledged by the organisers on the Area's behalf unless or until the Area Executive has given its written approval to underwrite or contribute to the event.

This Policy Document was adopted by the Glamorgan West Area Executive in their meeting held on Thursday 15 March 2012

**R Gary Evans
Area Chairman**

**Gareth Watson
Area Commissioner**