

THE LOCAL NETWORK TREASURER

The Treasurer may open a bank account if the Local Network feel that they need one.

a) Bank accounts where required, shall be opened and named according to the formula: Staffordshire County Scout Network Account - <District> Branch, or if the Local Network Group has a Nickname, then that name may be substituted for the District name.

b) Cheques shall have a mandate for two signatures from any of three persons nominated on the mandate. The mandated signatories shall be the County Treasurer, the Local Network Co-coordinator, and the Local Network Treasurer. The mandate shall be in the form of the role titles so that it does not have to be changed every time an officer changes, only the signatory list etc. - the mandate stays the same

c) Bank statements will be submitted by the respective banks to the Local Network Treasurer not less than once a quarter, and the quarter dates will be 30th June, 30th September, 31st December and 31st March.

d) The Local Network Treasurer will copy these quarterly statements and forward a copy to the County Network Treasurer so that he has a record of all accounts, as up to date as reasonable, and the information that he needs to collate a County Network account balance which he can add to his own bank account balance if he has one. He will then forward this information to the County Treasurer, one month after the quarter date for incorporation into the County account bank balances and so that the County Treasurer has reasonably up-to-date information and not kept in the dark until the year end.

e) At 31st March each year, each Local Network Treasurer will forward a copy of their own Income and expenditure account to the County Network Treasurer, and submit it not later than April 30th who will then satisfy himself that the accounts are acceptable, and have them available for the County Treasurer if he wishes to see them for audit.

f) It should be underlined, that no bank account held in the name of Scouting can be permitted an overdraft or loan facility, and any facility other than normal deposit of monies or cheque withdrawals will require the mandatory signature of the County Treasurer as well as one other, (this could include facilities to withdraw funds from an overseas branch for expedition purposes, which while well within reason, should need particular knowledge of the County Treasurer). Scout Bank accounts will not be permitted a Credit or Debit Card facility.

g) The Local Network Treasurer should have an appointed person who can audit and sign the annual accounts in sufficient time that they can be submitted by the required date. This person must be someone who is unrelated to any member of the Local Network Group and not in any relationship with any of them, and they must be persons of good standing, over 18 years of age, have no known past or pending criminal or civil court record, must be of sound mind and must not have been the subject of a personal past bankruptcy petition. If the audit is not completed in time, the accounts will still be sent to the County Network Treasurer by the due date, and marked un-audited. It will still be the duty of the LNT to submit the audited version as soon as available.

h) General rules - The Local Network Treasurer will not keep large sums of cash either on his person or in his possession, but shall avail him/herself of a Local Network Bank account. In no circumstances are members of the Scout Association permitted to place money held on behalf of any persons in Scouting or any Section into their own or any third party bank account or other depository. All monies paid out shall be witnessed by a receipt from the supplier which shall be sufficient to identify what was purchased, for how much, and the date of the purchase. All monies paid into the Local Network Bank account shall identify where the money came from on the paying-in record. Apart from

the above, the rules of POR Chapter 5 regarding County Bank accounts must be observed.

i) Any bank balances in excess of £500 shall be paid over to the County Treasurer for safe keeping until such time as it is needed when it will be returned on submission of a request outlining the need.