

Trustee Support Afternoon

Falkirk District Scouts



This is Scouts Video

- [Scout brand centre](#)

Welcome

- Thank you for joining us and for volunteering with Scouts
- Housekeeping
 - Sign in sheet
 - Emergency exits
 - Toilets
 - Phones
 - Refreshments
 - Info Packs

Introductions

- Chris Campbell – District Lead Volunteer / Trustee
- Ann Gilchrist – District Chair
- David Foggo – District Treasurer
- Charlie Stevenson – District Administrator / Trustee, Group Treasurer
- Donna Chalmers – District Volunteering Development Team Leader
- Isobel Aitchison – District Volunteering Development Team Member – Learning
- Raj Seeruttun – District Support Team Member - Buildings Support

Our Focus This Afternoon

- Introduction
- Trustee Boards
- Digital Tools
- Recruiting Trustees
- Trustee Board Meetings
- AGMs
- Finance, Accounts and Insurance
- Risk Registers
- Property
- Open Forum

Trustee Support Afternoon

Introduction

Our Volunteering Culture

- Find out what Our Volunteering Culture is and what it means for you
- [Our Volunteering Culture | Scouts Video](#)

Our Volunteering Culture

- Activity for volunteers: Our Volunteering Culture and me | Scouts.
 - Spread out the statements face-up for all to see.
 - Think of two statements - one you feel you've recently applied/lived, and one you find challenging. (*Here, 'challenging' means difficult or something you've not lived yet.*)
 - One by one, share the prompt card you've recently applied/lived and your reason for picking it. When everyone has shared, discuss general comments, observations and thoughts.

Where are we now?

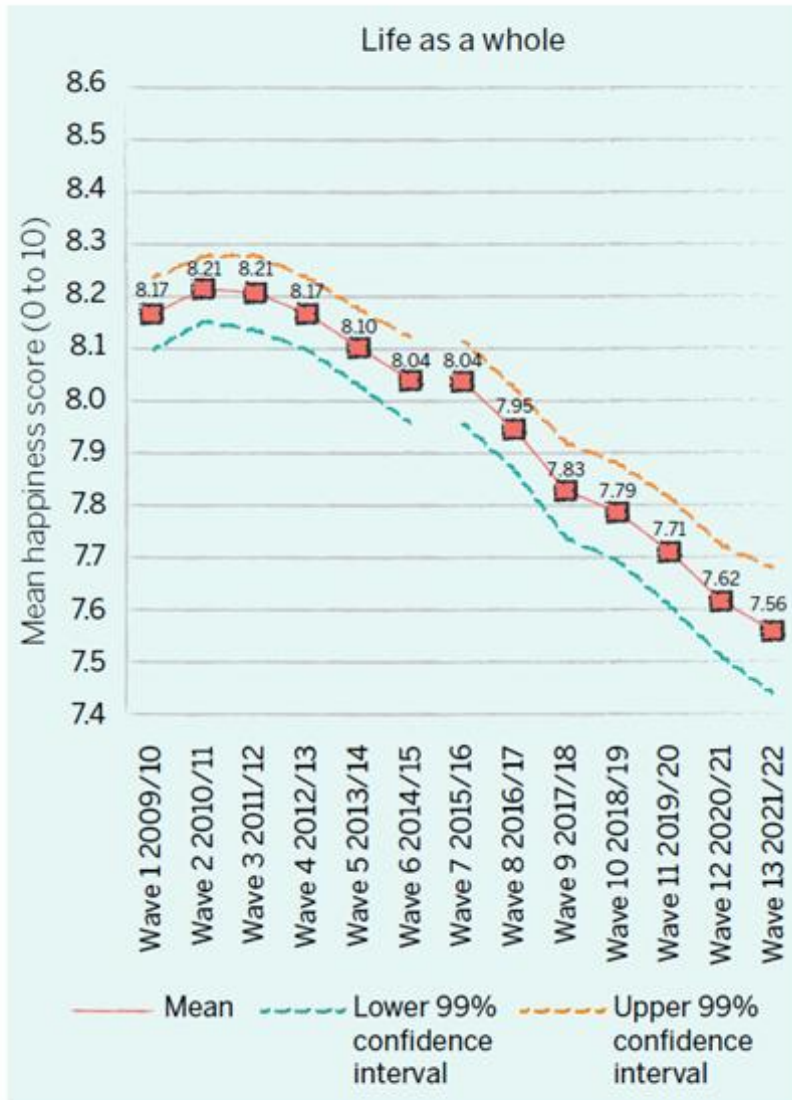
- Covid
- Squirrels
- Cost of Living
- Volunteer Numbers
- Safety
- Transformation
- Future?

2025 and beyond

- The HQ Skills for Life strategy ends at the end of 2025. They're now planning the future and developing the next strategy for Scouts by speaking to and gathering the views of volunteers, young people, the wider public, and decision makers.
- They've been finding out what the biggest challenges are for Scouts at a local level and in the UK as a whole, and where they should focus their efforts to ensure we keep moving forward and staying relevant to what young people need to thrive in the future.
- [2025 and beyond - Developing our next strategy | Scouts](#)
- Summit 25 – 10 years time Video
- Summit 25 – post event video

Trends in the wellbeing of 10- to 15-year-olds

Figure 2. Trends in 10- to 15-year-olds' happiness with life as a whole, UK, 2009/10 to 2021/22.



In the latest wave of the survey (2021/22):



Children's average happiness with their **life as a whole, friends, appearance, school, and schoolwork** was **significantly lower than when the survey began** (2009/10).

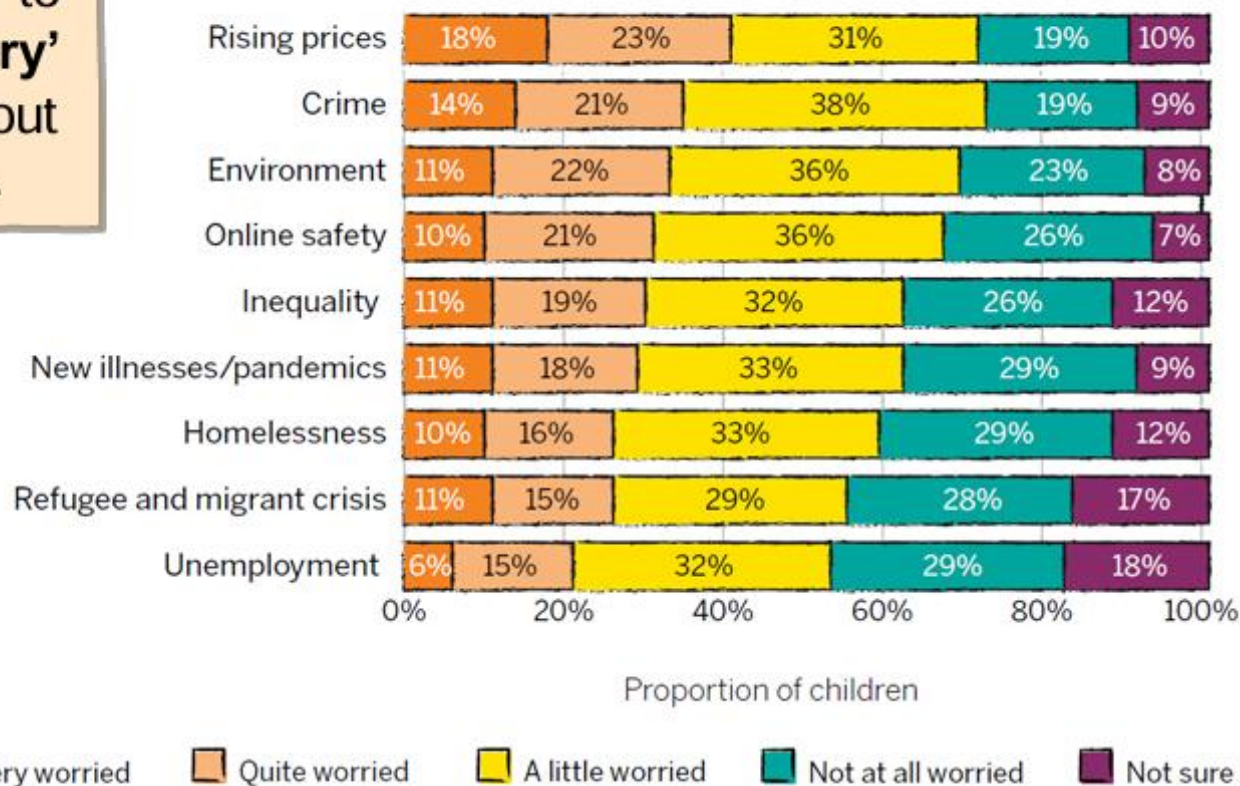


There was no significant difference in children's average happiness with their **family** (comparing to 2009/10).

Topical issues: 10- to 17-year-olds' worries about broader societal issues

Two in five (41%) 10- to 17-year-olds were 'very' or 'quite' worried about rising prices in 2024.

Figure 5. Extent of 10- to 17-year-olds' worry about broader issues, 2024.



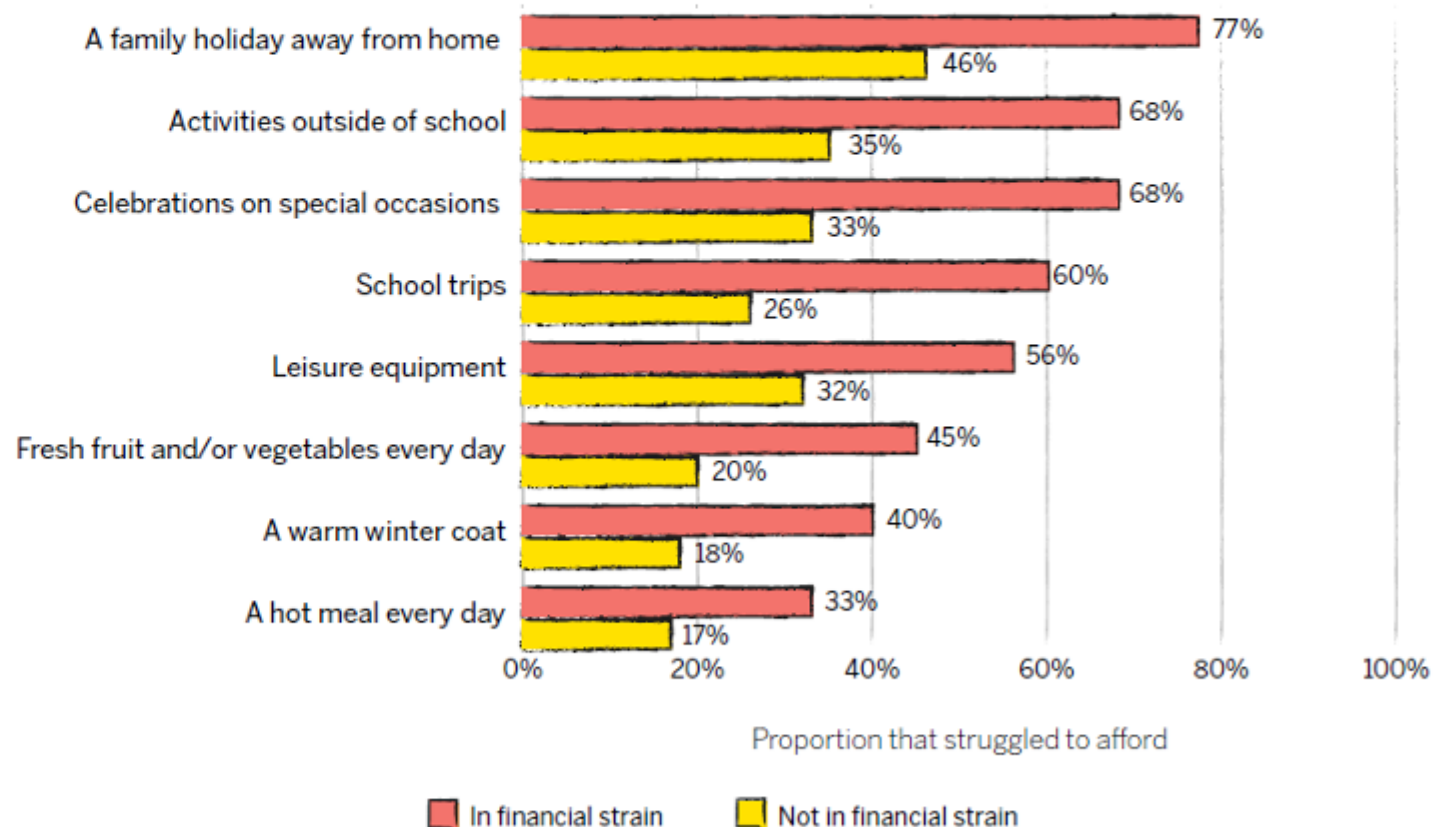
Source: The Children's Society's household survey, wave 23, April to June 2024, children aged 10 to 17, UK, weighted data.
Note: Percentages for each item may not sum to 100% due to rounding.

Topical issues: cost of living (1)

23% of parents and carers had found it 'quite' or 'very' difficult to manage financially between January and March 2024, which indicates that their households were in **financial strain**.



Figure 6. Proportion of parents and carers struggling to afford items and experiences for their child (aged 10 to 17) in the last 12 months, by household financial strain, 2024.



Life satisfaction at age 15 in the UK and other European countries

Figure 7. Life satisfaction at age 15 in Europe and the UK, 2022.

In 2022:

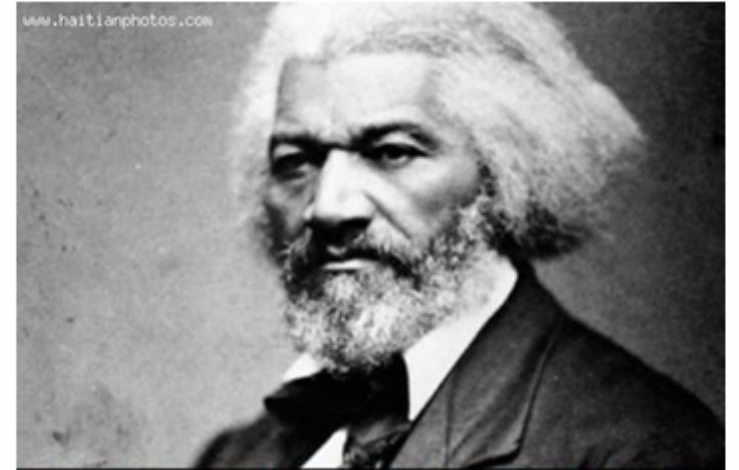
- the UK had the **lowest average life satisfaction** among 15-year-olds across 27 European countries.
- the UK also had the **highest proportion of 15-year-olds reporting low life satisfaction (25.2%)**.



Source: PISA, 2022. Weighted data.

It is better for society to build
stronger children than fix
broken adults

Frederick Douglass



Frederick Douglass, former Minister and General Council to the Republic of Haiti

Never doubt that a small group
of thoughtful committed citizens
can change the world. Indeed,
it is the only thing that ever has

Margaret Mead



The world is only ever changed
by hope filled people

Rebecca Solnit



2025 and beyond

Our strategies

Ensuring smooth transitions



Scouting for All
2014-2018



Skills for Life
2018-2023
Extended to 2025



Building on Skills for Life... our Next Strategy
2026-2034



2025 and beyond

Emerging Themes

1. Adult recruitment
2. Volunteer headspace / workload
3. There are still barriers to fun / effective volunteering
4. Review and recentre support for our youth programme
5. Equity, Diversity and Inclusion (EDI)
6. Ensuring the movement is safe
7. Embracing digital
8. Becoming more 'Youth Shaped'
9. Mental health of young people
10. Growth: Bigger vs better
11. Sustainability
12. What have we missed?



Safety

- If you haven't already, please complete the new Safety module on 'My Learning'.
- [Staying Safe - Trustees | Scouts](#)

POR

- Scottish Variations from Policy, Organisation and Rules are now fully incorporated in Policy, Organisation and Rules. The variations reflect the different structure for Scouting in Scotland and Scottish legislation, most particularly with respect to charity law and related financial reporting requirements.
- [Rules and Guidance \(POR\) | Scouts Scotland](#)
- [Policy, Organisation and Rules | Scouts](#)
- [Chapter 5: a. Charity obligations for Groups, Districts, Counties | Policy, Organisation and Rules | Scouts](#)

Questions?

Trustee Support Afternoon

Trustee Boards

Trustee Boards

- The Trustee Board is a team of volunteers who work together, as charity trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee Board governance helps our volunteers deliver fantastic programmes that give young people skills for life.
- [Trustee Boards | Scouts](#)

Trustee Boards

- Trustee Boards, and their sub-teams, need to focus only on good charity governance. This means responsibility for support and operational tasks needs to sit with other teams, like the Group Leadership Team or sub-team in Groups; or District Support Team in Districts.
- A clear separation of governance and operational tasks might be different to what volunteers who were part of Executive Committees are used to. But it's important as it means Trustees can focus on governance and do it well. It'll also be easier to retain volunteers and recruit new ones to Trustee Boards as what's expected of our Trustees will be clearer.

Trustee Boards

- It also means that volunteers who want to focus on operational and support tasks do not need to be a Trustee to do so. For example, the person who's great at managing the hall or running fundraising events can do so as part of the Leadership Team or Support Team.
- Activity: [Governance or Support? Trustee Board activity | Scouts](#)
- [Moving To Trustee Boards | Scouts](#)

Governance tasks	Support tasks
Develop and maintain a risk register, including putting in place appropriate mitigations.	Create and look after relationships with other organisations that can help Scouts grow locally.
Ensure finances are properly managed, including development and maintenance of appropriate budgets.	Create a positive image of Scouts in the local community. For example, through local media.
Maintain and manage a reserves policy, investment policy and public benefit statement.	Help with finance admin to keep an eye on income and spend, if asked to by the Trustee Board. This could include bookkeeping, paying expenses/invoices, and tracking income/expenditure against the budget.
Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained.	Plan and run fundraising events when they're needed.
Ensure that effective administration is in place to support the work of the Trustee Board.	Set up and look after email, web, social media, and web meeting systems.
Prepare and approve an Annual Report and Statement of Accounts.	Pay invoices and volunteer expenses.
Maintain collective responsibility regarding appropriate business.	Maintain any equipment, property and vehicles.
Take responsibility for adherence to data protection legislation.	Buy flowers for a retiring volunteer.
Where staff are employed, act as a responsible employer in accordance with legislation and Scouts values.	Arrange for an asbestos survey of the building.

Trustee Boards

- Tasks for the whole team
 - Manage money well
 - Follow Scouts policies and relevant legislation
 - Look after buildings, insurance and property
 - Manage risks
 - Help the charity to operate well, today and in the future

Trustee Boards

- Allocated Tasks - Chair
 - Lead the Trustee Board.
 - Plan when Trustee Board meetings should take place and decide what to talk about at each meeting.
 - Lead Trustee Board meetings and the Annual General Meeting (AGM).
 - Liaise with Lead Volunteers.
 - Lead recruitment for new Trustees.
 - Support other Trustees by organising inductions, making reasonable adjustments (where needed), checking in to see how they're getting on, and carrying out annual reviews.

Trustee Boards

- Allocated Tasks - Treasurer
 - Look after finances, such as making sure Groups/ Districts/ Counties are collecting all membership fees and making all payments.
 - Share details about income and spend with other Trustees.
 - Make sure Gift Aid is being claimed.
 - Make sure proper accounts are kept and draw up policies on finance and investment.

True or False

- Hold up the green card if you think it is True
- Hold up the red card if you think it is False

True or False

- Trustee Boards focus on operational tasks?

False

- Trustee Boards focus on governance tasks, while Group Leadership Teams or their sub-teams focus on operational/support tasks.

True or False

- Appointed Trustees can be Trustees for 25 years running?

False

- Appointed Trustees can be appointed for up to 3 years with further appointments to the Trustee Board not exceeding 9 years in total. They must then take a break of at least 3 years.
- If you're Group adopted the new process last year this has already started. If you're Group is moving over this year this will start from the next AGM.

True or False

- Trustee Boards should be made up of between 5 and 12 members?

True

- Trustee Boards should be made up of between 5 and 12 members.
- This allows for a variety of viewpoints without making decision-making difficult. It also follows the Charity Governance Code's recommendation.

True or False

- Trustee Boards are made up of a combination of ex-officio, appointed and co-opted Trustees?

True

- Ex officio Trustees are automatically members of Trustee Boards because of their roles in Scouts. The ex officio Trustee roles are:
- For Group Trustee Boards:
 - Group Lead Volunteer
- For District Trustee Boards:
 - District Lead Volunteer
 - District Youth Lead
- Where more than one person holds the same ex officio role, both need to be eligible to be a Trustee, but only one will be the ex officio Trustee. This'll be agreed and decided by the joint role holders and the Chair of the Trustee Board. If the current ex officio Trustee role holder steps down, the other role holder will then become the Trustee

True

- Trustee Boards will agree on an open selection process to recruit new Trustees.
- The Chair, Treasurer and Trustees are all appointed at Annual General Meetings (AGMs) by the Scout Council, based on the outcome of this selection process.
- The Chair and Treasurer roles for each Trustee Board should always be filled.
- The relevant Lead Volunteer may act as Chair for a brief period but only where no one else offers to undertake the role and not beyond the date of the next AGM.

True

- If a Chair or Treasurer resigns before the next AGM, the vacancy must be filled as soon as possible. During the vacancy, all actions must be taken via a majority vote of the Trustees. The ex officio member(s) of the Trustee Board must be present at the meeting.
- These appointments are short-term. Until the next AGM. The Trustees must do one of:
 - appoint a current Trustee to the role
 - co-opt a Trustee to take the role, in line with provisions in the charity's constitution for co-opting Trustees

True

- Governance roles must be distinct to help manage conflicts of interest.
- This includes a requirement that the roles of Chair and Treasurer must be kept separate and be undertaken by two different people. Further, to ensure no conflict of interest, the roles of Chair and Treasurer should not be undertaken by close family members (including husband and wife, parent and child).

True

- Trustee Boards can also co-opt members throughout the year. Co-opted Trustees may be chosen to do a particular task, or to bring new skills to the mix.
- Please note, there can't be more co-opted Trustees than appointed Trustees (excluding the Chair and Treasurer).
- Co-opted Trustees are appointed for an initial period of one year (by the Trustee Board). They can stay on longer if agreed by the Trustee Board, but it's a good idea for co-opted Trustees to move onto being appointed Trustees at the next AGM.

True or False

- Quorum for Trustee Board is one sixth of members?

False

- Quorum for Trustee Board is 'one third of members plus one'.

True or False

- The District Lead Volunteer, District Chair and the Regional Lead Volunteer each have a right of attendance at all Group Trustee Boards?

True

- The District Lead Volunteer, District Chair and the Regional Lead Volunteer each have a right of attendance at all Group Trustee Boards.
 - (But not as a Trustee and no vote)
- The Sponsoring Authority or its nominee, has a right of attendance at a Group Trustee Board

True or False

- Wherever possible every Group, District and Region should have at least two members (Trustees) aged 18-25?

True

- Wherever possible every Group, District and Region should have at least two members (Trustees) aged 18-25.

True or False

- The Group Trustee Board meetings should be held at least six times per year and distributed equally across the year?

False

- The Group Trustee Board meetings should be held at least **four** times per year and distributed equally across the year. (And hold an AGM).

True or False

- Electronic voting (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision?

True

- Electronic voting (such as email) is allowed for decision making of the Group Trustee Board when deemed appropriate by the Chair. In such instances at least 75% of its committee members must approve the decision.
- The Group Trustee Board can meet by telephone conference, video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

True or False

- All Trustees must complete training as specified in Policy, Organisation and Rules?

True

- All Trustees must complete training as specified in Policy, Organisation and Rules.
- All Trustees must complete:
 - The learning everyone needs – Safety, Safeguarding, Data protection in Scouts, Who we are and what we do, Creating inclusion
 - Being Trustee in Scouts

True or False

- Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005?

- Certain people are disqualified from being charity trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.
 - Everyone must complete the Trustee Declarations along with the Declaration for all volunteers – this will likely have been done when you logged into My Membership.
 - Trustee eligibility checks need to be carried out for all new Trustees

Trustee Eligibility Checks

- There are three registers to check. If a person is listed on one or all of these registers, they're not able to be a Trustee.

1. Individual Insolvency Register

2. Register of disqualifications

3. Record of removed persons

Trustee Board Administration

- Trustee Boards need good administration and organisation. Trustees are collectively responsible for making sure this is in place.
- Administration may be done by one person, or multiple people, whatever suits individual Trustee Board's needs.
- Whoever takes the Trustee Board meeting minutes needs to understand what the Trustee Board do, and work well with the Chair.

Trustee Board Administration

- Trustee Board administration tasks include:
 - Working with the Chair to prepare meeting agendas
 - Distributing agendas and meeting documents
 - Preparing meeting logistics, including booking meeting place(s)
 - Taking minutes
 - Maintaining records
 - Supporting the completion of the annual census return
 - Administering the Trustee selection process agreed by the Trustee Board
 - Preparing and advertising the Annual General meeting
 - Coordinating and collating the Trustees' Annual Report and Accounts

Questions?

Trustee Support Afternoon

Digital Tools

Digital Tools

- My Membership - <https://membership.scouts.org.uk/>
- There are lots of useful digital tool guides which take you through anything you might need to do step by step here: [Digital tool guides | Scouts](#)
- Demonstration

Questions?

Trustee Support Afternoon

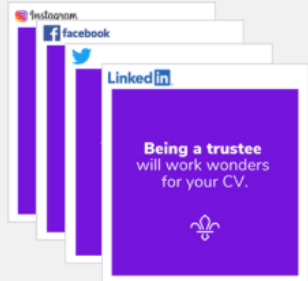
Recruiting Trustees

Recruiting Trustees

- From your experience:
 - What has worked well?
 - What hasn't worked so well?
 - Share any good ideas with others

Recruiting Trustees

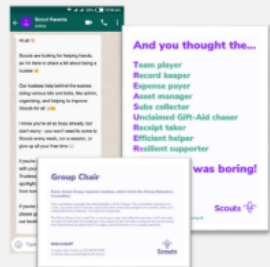
- Resources to help you reach out to more people, provide information about what trustees do, and welcome new trustees. [Recruiting new trustees | Scouts](#)
- Stage 1: Attract - Let people know you're looking for trustees



On social media

Make some noise with these ready to go template posts:


- LinkedIn
- Facebook
- Twitter
- Instagram
- All platforms



With your network

Tell your Scouts network about the amazing opportunity:

- Template instant messaging (Whatsapp/Messenger/Signal)
- Letter to parents and carers
- Vacancy cards
- Vacancy posters



With your community

Being a trustee is a fantastic opportunity for those new to Scouts too!

- Template email for businesses and work places
- Template email for universities
- Promote on Reach Volunteering or Trustees Unlimited

- Also check out the Brand Centre: [Scout brand centre](#)

Recruiting Trustees

- Stage 2: Engage - Provide the right information at the right time

Now that you've got a couple of people interested in becoming a trustee, it's time to give them a bit more information and give them a chance to "have a go".

Trustee Info Pack

A pack for potential new trustees to help them understand what trustees do and what they'll gain from the experience.

You can also [read the Trustee Info Pack online](#).

Four-Step Challenge

Explore how you can give potential trustees a gradual introduction to Scouts and the role.

- [Trustee Information Pack | Scouts](#)

Recruiting Trustees

- Stage 3: Prepare - Welcome and induct new trustees
 - How to appoint your new Trustees: [Welcoming volunteers | Scouts](#)
 - Starting as a Trustee: [Trustee basics | Scouts](#)

Have you found someone great volunteers for your trustee role? Now it's time to get them officially onboard, make them feel at home and help them settle in. Don't forget, the legal requirements for the trustee role can vary slightly between nations. Speak to your local team if you are unsure about the details!

Making it official

How to appoint your new trustees to your team.

Starting as a trustee

Basic information on what to expect and our learning opportunities.

Welcoming new trustees

Read the five top tips for welcoming a new trustee.

Recruiting Trustees

- Five top tips for welcoming new trustees:
 1. Say thank you
 2. Chat before the first meeting
 3. Introduce a friendly face
 4. Encourage a positive and open discussion
 5. Make it clear that we're all on the same team
- [Five top tips for welcoming new trustees | Blog | Scouts](#)

Open Selection Process

- In an open selection process, Trustee vacancies are advertised publicly to try and reach a wider range of potential applicants. This gives more people the chance to consider the opportunities and express interest, while increasing the mix of skills and experiences on a Trustee Board.
- Using an open selection process to find Trustees is very common in the charity sector. Open selection can increase the diversity of a Trustee Board by making other people aware, keeping the process transparent, and removing potential conflict of interests such as where Lead Volunteers previously nominated a Chair.

Open Selection Process

- It's the responsibility of Trustee Boards to decide what the open selection process will look like in their local area.
- All Trustees have equal responsibility for these decisions. Although a Chair or Lead Volunteer may make recommendations, the Trustee Board as a whole needs to agree on the process.
- [Open Selection Process for Appointing Trustees | Scouts](#)

Open Selection Process

- Ways you could run an open selection process:
 - Advertising for nominations.
 - Running elections.
 - Run a search group.
 - Advertise roles for applications.
- Remember, all Trustees have equal responsibility for these decisions.
- Based on the outcome of this selection process, the Chair, Treasurer and Trustees are all appointed at Annual General Meetings (AGMs) by the Scout Council.

Questions?

Trustee Support Afternoon

Break!

Trustee Support Afternoon

Trustee Board Meetings

Trustee Board Meetings

- Remember, Trustee Boards should focus on governance, while wider teams (including sub-teams, Group Leadership Teams, and District/County Support Teams) focus on support and operational tasks. At Trustee Board meetings, you may talk about the day-to-day running of Scouts, but your focus should be on making sure things are going to plan, the budget is well-managed, and there's support in place.
- [Trustee Board Meeting Agenda Prompts | Scouts](#)

Trustee Board Meetings

- [board-agenda-template-v1-april-2025.docx](#)
- [trustee-board-meeting-agenda-prompts-nov-2024.docx](#)
- Reminder - Quorum for Trustee Board is 'one third of members plus one'.
- If needing to vote and there are equal votes for and against, then the motion is not carried. The Chair does not have a deciding vote in this situation.

Questions?

Trustee Support Afternoon

AGMs

AGMs

- The Annual General Meeting (AGM) is an opportunity for members to meet with the Trustees and hear their report on the charity, review of the accounts, and other administrative business.
- It's a compulsory yearly meeting that happens within **6 months** of the end of the charity's financial year, and where the Scout Council appoints their Trustees.

AGMs

- There's a formal part to the AGM, but it doesn't mean it has to be a lengthy or tedious meeting. This is an opportunity to celebrate the things you've done in the past year, show what the young people have achieved, thank volunteers and connect with the local community.
- [Annual General Meetings | Scouts](#) (for templates and scripts please use the Scottish versions instead – links on next 2 slides)

Resources

Below we have Constitution templates that go alongside Autumn 2024 edition of Scottish Variations to POR as well as AGM agendas and script templates that can be used across Regions, Districts and Groups.

**AGM Agenda
and Script
Template**

Region

**AGM Agenda
and Script
Template**

District

**AGM Agenda
and Script
Template**

Group

**Template for
Annual
Accounts &
Reports**

Blank Sample

**Region
Constitution
Template**

Region

**District
Constitution
Template**

District

**Group
Constitution
Template**

Group

**Template for
Annual
Accounts &
Reports**

Worked Sample

**Heritable
Property
deed of trust
template**

Group

**Heritable
Property
deed of trust
template**

District

**Community
Asset
Transfer**

A Guide

**Guide to
Scottish
Charitable
Incorporated
Organisation
(SCIO)**

A Guide

AGMs

- [Rules and Guidance \(POR\) | Scouts Scotland](#)
- [agm-agenda-and-script-template-scout-in-scotland-Groups.docx](#)
- [SPRING-2025-SCOTTISH-VARIATIONS-GROUP-CONSTITUTION-TEMPLATE.docx](#)
- [copy-of-group-treasurers-blank-sample-accounts.xls](#)

AGMs

- Here are some tips on how to plan your AGM:
 - Ask parents and volunteers to help with the planning and logistics, for example organising and serving refreshments or putting together photographs or activities.
 - Invite members of the community who might be linked to or interested in Scouts.
 - Keep the meeting focused and allow around 30 minutes for the key business.

AGMs

- Here are some tips on how to plan your AGM:
 - Ask people in advance if they'd like to add items to the agenda.
 - Have a plan for how you'll manage any questions or requests for further explanation.
 - Consider sending copies (paper or digital) of the Trustees' Annual Report and accounts to people beforehand and have copies at the meeting.

AGMs

- Here are some tips on how to create a nice environment and get more people involved in your AGM:
 - Try holding the AGM in combination with another event, such as a presentation evening, family camp or summer barbeque.
 - Allow social time before and after the event so that people can get to know each other.
 - Provide refreshments.
 - Get young people involved – it's great for parents to get to see what their children have been doing.

AGMs

- Here are some tips on how to create a nice environment and get more people involved in your AGM:
 - Include videos, slide shows or photo montages of your local events over the past year.
 - Add an awards presentation as part of your AGM to celebrate and thank volunteers, parents, carers and members of your community for all they do.
 - Invite a guest speaker to talk about a specific topic your Scout Council might be interested in - and remember to brief your key speaker before the event.

Questions?

Trustee Support Afternoon

Finance, Accounts and Insurance

Finances and Insurance | Scouts

Insurance

- The Trustee Board is responsible for ensuring that there is adequate insurance in place for people, property and equipment.
- All Members of The Scouts are covered by insurance while taking part in Scouting activities. This is provided by The Scouts, through Unity Insurance Services, which part of the annual HQ membership subscription fee covers.
 - [Scouts Public Liability Insurance | Unity Insurance Services](#)
 - [Scouts Personal Accident insurance | Unity Insurance Services](#)
 - [Scouts Trustee Indemnity Insurance | Unity Insurance Services](#)
- There is no need for a Scout Group to take out insurance for public liability or trustee indemnity insurance.

Insurance

- Falkirk District also has Personal Accident and Medical Expenses Cover for Non-Members in the District.
- You should have:
 - Property and Equipment insurance
 - “The Group, District or County Trustee Board must be confident that proper inventories are maintained of all equipment owned”
- You may need:
 - Travel Insurance
 - Minibus and Motor
- [Insurance | Scouts](#)
- [Scouting & Scout Groups Insurance | Unity Insurance Services](#)

Banking

- POR does not specify who should be the bank signatories. POR states that the account(s) will be operated by the group treasurer and other persons authorised by the group Trustee Board.
- Whilst POR requires that, to safeguard charity funds from misuse, two unrelated persons approve banking withdrawals and payment, it is good practice to have more than two signatories (including the Treasurer) in case a signatory is unavailable or leaves unexpectedly.
- As noted above POR requires that two signatures are needed to authorise any payment. This also applies to online banking transactions.

Funds

- The amount of money that a group should keep in its account depends on the precise circumstances. You will need enough for day-to-day running costs, along with the repair and replacement of equipment and a little extra for a rainy day. This will vary from group to group and from year to year. You should agree a reserves policy.
- You may also be holding funds that you have been raising towards a special trip or capital project.
- [Banking | Scouts](#)

Accounting and Reporting

- As a Trustee, one of your core responsibilities is to make sure finances are well managed and resources are used in the best interests of Scouts.
- [Accounting and reporting | Scouts](#) – note some of this varies in Scotland. Use the links below and follow the OSCR process.
- [copy-of-group-treasurers-blank-sample-accounts.xls](#)
- [copy-of-group-accounts_worked-sample-accounts.xls](#)

Accounting and Reporting

- [OSCR | How to use OSCR Online to submit an online annual return](#)
- [OSCR | Charity accounting](#)

5a.1.7.2

Scotland

Gross income thresholds	Type of accounts	Minimum external scrutiny
£0 - £250,000	Receipts and payments & Statement of Assets and Liabilities	An Independent Examiner (see 5a.1.8.3(a))
£250,001 - £500,000	Accrual in accordance with the SORP	An Independent Examiner who is a member of a recognised professional body (see 5a.1.8.3(b))
>£500,000	Accrual in accordance with the SORP	A registered Auditor (see 5a.1.8.3(c))

Accounting and Reporting

- To ensure no conflict of interest, person(s) appointed as a Scrutineer, Independent Examiner or Auditor must not hold any other role in the individual charity (Group, District, or County) whose accounts they are scrutinising.

5a.1.8.3

Scotland

a. **Where gross income in the year under review does not exceed £250,000**

The Scout Council will normally appoint as an Independent Examiner an independent individual who they reasonably believe possesses the necessary skills and practical experience to carry out a competent examination of the accounts.

OSCR have suggested an individual such as a bank or building society manager or retired accountant unless accrual accounts are produced voluntarily in which case the independent examiner must belong to one of the professional bodies noted in (b) below.

Alternatively, the Scout Council may appoint a Registered Auditor and that is a requirement if you have voluntarily produced accrual accounts or your gross assets exceed £3.26 million.

Accounting and Reporting

- The Group Trustee Board must ensure that signed copies of the Trustees' approved annual report and accounts, are sent to the District Trustee Board Administrator and District Treasurer within 14 days following the relevant AGM at which the annual report and accounts were received and considered.
- In Scotland, if the Group, District or Region is a registered charity, the Annual Report and Statement of Account must be sent to the regulator within nine months of the financial year end, and must include a Trustees' Annual Report, an Independent Examiners' Report, a Receipts and Payments Account, a Statement of Balances (including a list of assets and liabilities) and Notes to the Accounts.

Membership Fee

- The membership fee is calculated based on the number of Squirrel Scouts, Beaver Scouts, Cub Scouts, Scouts, and Explorer Scouts.
- [UK Headquarters membership fee | Scouts](#)
- [Census | Scouts](#)
- 2025 was:
- HQ - £42.50, SHQ - £3, Region - £1.50, District - £6 = £53 per person (includes the 50p reduction for prompt payment)
- 2026: Likely £54 or more

Subscriptions

- Membership subscriptions may be collected from youth members or their parents by a method decided by the relevant Trustee Board.
- Group subscriptions range from £120-£180 per year per person.
- Most split these amounts monthly over the year.
- A number of Groups are using OSM to take and manage payments.
- It is often felt Scouting is less costly than other activities young people take part in. This doesn't mean everyone can easily afford it though.

Gift Aid

- Gift Aid is a tax relief set up by the Government to enable charities to claim back 25p for every eligible £1 donation that is made to your charity.
- Every Group, District and County/Area/Scottish Region and The Scouts HQ itself is a charity and so they're able to claim 25% on eligible donations made to them by UK taxpayers. This includes any subscription fees you receive from parents or carers.
- [Gift Aid | Scouts](#)

Funding

- [Grants and funds for your local group | Scouts](#)
 - [Funding | Scouts Scotland](#)
 - [Falkirk District Scouts Finance Opportunities](#)
 - External Funding
 - Fundraising activities
- In general, more people are looking for grant funding and therefore can be harder to be successful. Fundraising can also be more challenging now with many people lacking time and in some cases parents have opted for an increase in membership fees rather than supporting fundraising.

Scouts HQ Funding

- Grants from UK Scouts | Scouts
 - Additional Needs
 - Admiral Fund for Royal Navy Sea Scouts
 - Cornwell Memorial Fund
 - International Events (Non-UK Contingent)
 - Matched Giving
 - Outdoor Adventure Fund
 - Training and Permits
 - Possible New Squirrel Section Start-Up Support (location dependant when registering)

Scouts Scotland Funding

- Funding | Scouts Scotland
 - Additional Support Needs Grant
 - Support for Scouting in Areas of Deprivation
 - New Section Start-Up Support
 - Standard Development Grants
 - Adventurous Activity Training, Skills Training, and Permits

District Funding

- Falkirk District Scouts Finance Opportunities
 - Funding for Volunteers
 - WSJ Funding
 - International Funding
 - Local Funding
 - New Section Start-Up Support

External Funding

- [Where to apply for funding externally | Scouts](#)
- [Funding support | Scouts Scotland](#)
- [Funding Scotland](#)
- [Foundation Scotland | Scotland's Community Foundation](#)
- [Falkirk District Scouts Trustee Board Links to Funders](#)

Questions?

Trustee Support Afternoon

Risk Registers

Risk Registers

- Identifying, monitoring, and managing risk is a key part of good charity governance and Trustees must develop and maintain a risk register.
- The Trustees' task is to identify and manage the risks, defining actions to reduce them to a level the charity is comfortable with.
- They're responsible for putting the right risk mitigations in place, but they can delegate actions/repairs etc to others.
- [Risk Register | Scouts](#)
- What is a risk register video

Risk Registers

- Step 1: Identify the risks
 - *External risks*
 - *Operational risks*
 - *Financial risks*
 - *Legal and Regulatory risks*
 - *Governance risks*
 - *Data protection risks*
- Step 2: Assess the risks
- Step 3: Control the risk
- Step 4: Monitor the risk

[risk-register-template-mar24.xlsx](#)

Questions?

Trustee Support Afternoon

Property

Property

- Managing a safe Scout premises | Scouts

Managing a safe Scout premises

Quick links

[Planning and assessing risk >](#)

General Information

This guidance takes you through a selection of common areas requiring safety checks and provides signposting to further guidance.

[Read this guidance on areas requiring checks](#)

Safe Scouting Premises Audit

This tool will help those responsible for Scout premises to keep them safe, linking to relevant guidance and support where required.

[A handy tool for checking everything is in place to keep your premises safe](#)

Site Maintenance and Compliance

Guidance on managing asbestos, water at risk of legionella, tree safety guidelines and falls from a height.

[Read the guidance on site maintenance](#)

Managing Contractors Working On Scout Premises

If you are using contractors to work on your event then you have responsibilities to ensure they operate safely – for their sake and for that of others involved.

[Learn how to manage contractors working on Scout premises](#)

Incident Reporting

Where a premises is a place of work any incidents need to be reported to the HSE (Health and Safety Executive).

[Learn more about emergencies and reporting](#)

Fire Safety

This guidance includes links to an example fire safety checklist, fire safety action plan and fire safety risk management document.

[More information on fire safety](#)

Property

- [Your Scout building | Scouts](#)

Your Scout building

Building insurance

Property insurance includes buildings on your property and covers the cost of rebuilding or repairing buildings. Most Groups will own contents and equipment, some of which could be costly to replace. Contents or All Risks insurance covers the cost of replacing equipment that has been stolen, lost or damaged. Our Scout Property and Equipment policy Our Scout Property and Equipment Policy is designed for Scouting to provide a flexible package to suit your individual needs.

[Visit the Unity Insurance website](#)

Maintenance

Guidance on managing asbestos, water at risk of legionella, tree safety guidelines and falls from a height.

[Learn more about Site Maintenance and Compliance](#)

Safety

This guidance takes you through a selection of common areas requiring safety checks and provides signposting to further guidance. Including links to an example fire safety checklist, fire safety action plan and fire safety risk management document.

Scout Property in Falkirk District

- *Each individual Group generally undertake the same safety checks, have good trade contacts or have undertaken a major project.*
- *Operating as a District instead of individual Groups benefits all by sharing ideas, contacts and can deliver bulk discounts.*
- *Scout Property Audit and running our Premises cost effectively falls under Trustee responsibilities.*

Proposition

Formation of a team of individuals from each Group with Scout premises to share contacts, support and best practice for the benefit of individual Groups and wider Falkirk District and to support Trustee responsibilities.

New Insurer for Premises

- UNITY aren't always the best for cover or price.
- 15th were quoted £4K for Hall insurance, shopping around dropped this to £700.
- Salvation Army (SAGIC), specialise in niche hall insurance.
- Further discounts available if all halls in the District are packaged into a property portfolio and longer terms agreed.

Scout Premises Audit

- Offer of pairing up groups to ensure we're safe and compliant.
- Gas safety and EICRs, Carbon Monoxide detectors, up to date fire evacuation plans etc
- Ultimately a Trustee responsibility as it's a risk to our groups and risk to young people who use our premises.

Local Trades Contacts

- Individual Groups will have people/parents they use for professional jobs,
- We also have 'go to' builders merchants/suppliers who are sympathetic to Scouting and offer discounts:
 - YES & Speedy (free equipment hire via sponsorship of DIY badge)
 - Thornbridge Timber & IBT
- Create an informal directory of contacts and Scouting sympathisers

Bulk Discounts on Safety certificates

- Safety checks and certification are essential.
- Portfolio deals are possible and can deliver bulk discounts
- Electrical Certificate (EICR) every 5 years
- Gas Safety every year



Support/Guidance on Scout Premises upgrades/projects

- Sharing guidance and advice of big projects to other Groups.
- 15th have undertaken large refurb:
 - Floor Sanding
 - External Cladding
 - Replacement of floor
 - Installation of new Fire Exits
 - Rewiring
 - Kitchen Installation
- Happy to share!

Wanted/offer Notice board

- We all might have some maintenance/building materials in stores that we keep 'just in case' that other groups might be able to make use of.
- Creation of list/register of items to make available to other groups.

Interested?

**Drop Raj Seeruttun (15th) an email @
Rajesh.Seeruttun@virginmedia.com or
text 07801 05194**

Questions?

Trustee Support Afternoon

Open Forum

Main Links

- [Moving To Trustee Boards | Scouts](#)
- [Trustee Boards | Scouts](#)
- [Trustee Boards | Scouts – Guidance](#)
- [Tools to support Trustee Boards | Scouts](#)

- [Rules and Guidance \(POR\) | Scouts Scotland](#)

- [Policy | Scouts](#)
- [Chapter 5: Local governance and finance of Groups, Districts, Counties | Policy, Organisation and Rules | Scouts](#)

Open Forum



Thank You!