

Today's



2011 FINANCIAL SUMMARY

(January – December 2011)

FOR

- **SCOUT GROUPS**
- **DISTRICT**
- **SCOUT FORMATIONS**

This summary must be completed and returned to the Branch Office

NO LATER THAN 28 MARCH 2012

GROUP:



Scouts Australia Western Australia Branch 2011 Financial Summary

INSTRUCTIONS

In accordance with good management practices and accountability of public monies the WA Branch requires all Scout Groups, District and Branch Formations to complete an annual summary of their financial position. The summary is to include all income and expenses for the year as well as details and balances of all bank accounts held by the Group, District or Branch Formation.

If the Groups accounts are already managed electronically (eg MYOB or similar), they may have the accounts verified and signed by their nominated auditor and forward an electronic version of the Profit & Loss statement to the Branch Office at enquiries@scoutswa.com.au

1. Please complete and forward the Financial Summary to the Branch Office no later than **28 March 2012**
2. **SUMMARY OF INCOME & COSTS FOR THE GROUP** (page 3)
This is a summary of all the bank accounts operated by the Group, including Sections and the Committee.

INCOME:

- Line 1. Show total of all Group and Sectional Accounts at the beginning of the year.
(This is the closing balance of all accounts from last year's returns)
- Line 2. Show all membership fees collected during the year.
- Line 3. Show all subscriptions, Group fees, Section fees collected
- Line 4. Show any income from Hall Hire etc.
- Line 5. Show total of all fundraising income.
- Line 6. Show total of all interest earned.
- Line 7. Show total of any other income not shown above.

EXPENDITURE:

- Line 1. Show all membership fee payments to Branch.
- Line 2. Show all Training and Leader expenses
- Line 3. Show all building and property expenditure.
- Line 4. Show all insurance expenditure.
- Line 5. Show capital expenditure – Equipment, Vehicles, boats etc
- Line 6. Show all other expenditure not included above.
- Line 7. Total of closing balances in all Group and Section accounts at end of year.

BANK ACCOUNTS: (page 4)

List all bank, building society and investment accounts.

AUDITORS REPORT: (page 4)

An independent person with sufficient accounting knowledge must audit all financial accounts and sign the auditor's section of this report.

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|--|----------------|---------------------------|
| B7 – Financial Summary | Version 4 | Scouts Australia |
| www.scoutswa.com.au/leader_forms | 3 January 2012 | Western Australian Branch |

Branch Equipment & Promotional Material Hire Form

SUMMARY OF STATEMENT OF INCOME AND COSTS FOR THE YEAR ENDING - 31ST DECEMBER 2011

(if more than one account per section please combine e.g. Committee & Fundraising Account)

| INCOME | | JOEYS | | CUBS | | SCOUTS | | VENTURERS | | ROVERS | | COMMITTEE | | TOTAL | |
|---|--|-------|---|------|---|--------|---|-----------|---|--------|---|-----------|---|-------|---|
| | | \$ | c | \$ | c | \$ | c | \$ | c | \$ | c | \$ | c | \$ | c |
| Line 1 | Opening balance in ALL Group accounts as at 1 st January 2011 (must agree with closing balance on 31 Dec 10) | | | | | | | | | | | | | | |
| Line 2 | Membership & Personal Insurance fees | | | | | | | | | | | | | | |
| Line 3 | Subscriptions – Group fee etc | | | | | | | | | | | | | | |
| Line 4 | Hall Hire | | | | | | | | | | | | | | |
| Line 5 | Fundraising | | | | | | | | | | | | | | |
| Line 6 | Bank, Building Society etc, Interest | | | | | | | | | | | | | | |
| Line 7 | Other Income | | | | | | | | | | | | | | |
| TOTAL RECEIPTS (agree with TOTAL EXPENDITURE) | | | | | | | | | | | | | | | |

| EXPENDITURE | | \$ | € | \$ | € | \$ | € | \$ | € | \$ | € | \$ | € | \$ | € |
|---|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|
| Line 1 | Membership fees paid to Branch | | | | | | | | | | | | | | |
| Line 2 | Training & Leader Expenses | | | | | | | | | | | | | | |
| Line 3 | Building & Property maintenance | | | | | | | | | | | | | | |
| Line 4 | Building & Equipment Insurance | | | | | | | | | | | | | | |
| Line 5 | Purchases of Capital Nature | | | | | | | | | | | | | | |
| Line 6 | Other Expenditure | | | | | | | | | | | | | | |
| Line 7 | Closing Balance in ALL Group Accounts 31 st December 2011 (to be carried forward next year as the opening balance for 1 Jan 12) | | | | | | | | | | | | | | |
| TOTAL EXPENDITURE (agree with TOTAL RECEIPTS) | | | | | | | | | | | | | | | |

