



Girlguiding Cornwall
County Finance Policies
January 2024

1. Reserves Policy

The trustees believe Girlguiding Cornwall needs unrestricted funds to provide the following:-

- To provide funds to support projects, training and events for members of Girlguiding within our county.
- To cover administration, fundraising and training costs, which allow the charity to function
- To cover continuing and exceptional running, maintenance and repair costs of the properties and sites owned by the charity if not covered by the properties own reserves.

The trustees consider it prudent, that unrestricted reserves should be sufficient:

- To avoid the necessity of selling assets held for the charity's use
- To cover a minimum of one year's administration, fundraising and training costs
- To provide a pool of funds which can be designated to specific projects and events over the forthcoming years and to meet all unforeseen repair costs.

The trustees monitor the level of reserves and review the reserves position annually as part of the accounts approval process and take appropriate action to maintain the reserves, when necessary, throughout the year.

2. Trustees Induction and Training

The trustees of Girlguiding Cornwall comprise of the:

County Commissioner(s)

Assistant Commissioner(s)

County Treasurer

Division Commissioners

All have a term of office of 5 years.

Trustees, as part of the induction process, are assigned a mentor experienced in all aspects of Girlguiding and are further supported by a designated and experienced County Commissioner(s) or assistant County Commissioner(s). New trustees of the charity are required to attend training sessions designed to detail their responsibilities and further support is available by way of extensive guidance on the Girlguiding website.

3. Risk Review (Risk Register)

The Governance and Finance Lead maintains the risk register for the county and this is reviewed by the trustees and other executive members on an annual basis.

4. Investment Policy

The investments of Girlguiding Cornwall are reviewed regularly throughout the year by the county treasurer and financial information is reported to each finance and executive meeting on a regular basis throughout the year.

Future financial commitments are taken into consideration and any surplus funds, along with any maturing investments, are reinvested. Interest rates are reviewed and compared against other rates before reinvesting.

Future and renewed investments – when these are up for renewal, the authority for these to be agreed and authorised by the County Commissioner(s), Treasurer and one other Trustee, as the renewal may not fall within the timescales of the finance meetings. All decisions ratified by the trustees at the next meeting.

5. Treasurer Policy

This policy applies to all county appointed treasurers as follows:-

County Treasurer(s)

Badge Secretary

Property Treasurers – Carwynnen and Condurro

- Bank accounts are kept for each property by their treasurers on behalf of the committee. The treasurer will keep records of all receipts and payments
- Income and expenditure from advisers is put through the county's main bank account.
- Any county events that run and have surplus funds, the funds will be retained for future county funding.

- Signatories on the county account should be the County Commissioner(s), County Treasurer and Assistant County Commissioner(s)
- County Treasurer to be a signatory on the county campsites at Carwynnen and Condurro.

County Commissioner(s) role (whether one person or more) has a pre-authorized spending limit of £2,000 per transaction to allow the County Commissioner(s) to spend without the need to seek prior approval. The items will be retrospectively agreed at the next finance and executive meetings.

Year-end procedure

Girlguiding Cornwall, County Annual accounts to be submitted to the designated and approved accountants. Other county accounts to be produced and reviewed by a responsible person, within one month of year end 31st December and submitted to the county treasurer.

Stock figures to be submitted to the county treasurer at cost price.

List of assets and valuation for the county campsites Condurro and Carwynnen to be submitted to the county treasurer within a month of end of the financial year, 31st December.

The county annual accounts will be submitted to the finance committee and the county executive for approval and sign off and then submitted to the charity commission with the annual report.

6 Policy for Quotes

- Expenditure under £750 – quotes are not required, although it is good practice to obtain them.
- Expenditure £750 to £2,500 – a minimum of 1 written quote required, although it is preferable for 2 quotes to be obtained. This can be from a preferred supplier.
- Expenditure £2,500 to £5,000 – a minimum of 2 written quotes are required.
- Expenditure over £5,000 – a minimum of 3 written quotes are required.

Purchases will be agreed by the finance committee and ratified at the executive meeting.

7 Annual Subscriptions

Once the deadline for paying subscriptions has passed the county treasurer will look on GO to check if any units have failed to pay their subscriptions. If a unit has failed to pay then an invoice will be prepared and emailed to the unit requesting payment to the county for the outstanding subscriptions.

8 Overdue Accounts Escalation Process

See Appendix 1 for flowcharts

In line with Girlguiding's policies on financial management (finance, fundraising and property management) it is the responsibility of Commissioner(s) to ensure that each unit/property has accounts independently reviewed (by someone outside the unit) once a year:

- failure to produce accounts is a serious matter which can lead to the removal of a volunteer's role and/or membership
- it is a breach of Girlguiding's finance policy, and therefore of the Volunteer Code of Conduct, to fail to produce accounts in accordance with the Charity Commission's and Girlguiding's requirements
- unit accounts must be produced and reviewed in accordance with Girlguiding's finance policy. At present this is no later than 3 months from the end of the relevant accounting year. The independent checklist, review and confirmation form must be completed and submitted to the local Commissioner(s).

Girlguiding Cornwall would prefer the accounting period to be from 1 January to 31 December. The annual statement for each local Commissioner(s) needs to be completed by 31st March and returned to the county treasurer.

After 31 March, all attempts by District Commissioner(s)* to obtain accounts must be recorded, with the date and reasons, if any, given for not producing the accounts.

- these attempts must include 2 different means of communication such as, but not exclusively, telephone call, email, text and letter
- to be done by 30th April

After 2 unsuccessful attempts by the District Commissioner(s)*, the matter must be referred to the Division Commissioner(s)

- the Division Commissioner(s) will make 1 further attempt, using a different approach than that used by the District Commissioner(s)*, and if this, too, is unsuccessful, she will refer this to the County Treasurer, by 31st May
- the Governance & Finance Team Lead will write, sending the letter by recorded delivery, to the leader of the unit concerned, giving a deadline of 30th June for production of the accounts
- failure to respond or to comply will then be referred to the County Commissioner(s) to be dealt with as a breach of the Volunteer Code of Conduct
- all unit leaders and reviewers must be made aware that overdue unit accounts will result in the removal of a volunteer's role and/or membership, and any issues, therefore, MUST be referred without delay to the relevant Commissioner(s)

If, at any time during the overdue process, and before the volunteer's role and/or membership is revoked, reviewed accounts are produced, the process will cease.

The above also applies to District and Division accounts with the following amendments:

Districts – Division Commissioner(s) will make 3 attempts before referring to the County Treasurer

Division – County Treasurer will make 3 attempts before referring to County Commissioner(s)(s).

The County Commissioner(s) reserve the power to delay implementation of the removal of a volunteer's role/membership in extenuating circumstances.

*In those Divisions where there are no District Commissioner(s), the Division Commissioner(s) will make a total of 3 attempts.

9 Insurance

Girlguiding provide both Public Liability and Employers Liability Insurance for all members of Girlguiding. These policies run from 1st January each year.

- Employers' liability policy statement – this policy indemnifies Girlguiding in respect of injuries to persons employed on a salaried or non-salaried basis. It includes volunteers and part-time persons including cleaners, administration staff and caretakers. Separate Employers' Liability is not required if the person is working for Girlguiding.
- Public liability policy statement – this policy indemnifies the association and its members against claims made alleging negligence by Girlguiding or

persons acting on Girlguiding's behalf which causes damage to third party property or injury to third parties. There is an excess of £100 in respect of third party property damage. All members of the association can be considered third parties.

- Girlguiding Cornwall also has a trustee insurance policy which includes the following, £1,000,000 limit of indemnity for Executive Liability, £500,000 for Professional Liability and £100,000 for Entity Defense. Renewal date is the 14th September each year.

10 Grants

GIRLGUIDING CORNWALL GRANT AID TO YOUNG LEADERS AND ADULT MEMBERS

Purpose: To assist Young Leaders and Adult Members to attend trainings, meetings, award presentation and events out of County.

Each request will be considered upon receipt of an appropriate application, which should be communicated by either letter or e-mail to the County Treasurer. This application must be received for a County Finance meeting prior to the event. (In County events and training already receive a subsidy from Girlguiding Cornwall).

1. CLAIMS FOR INDIVIDUAL GRANTS – OUT OF COUNTY

Category A - Grants for accommodation, conference fee and travel costs is available to personnel **nominated** to represent the County at a training, event, meeting, award presentation or equivalent to the maximum of £250.

Category B – A grant for twin or shared rate accommodation OR 50% of travel costs (whichever is the greater) is available to members **choosing** to attend a residential training or meeting to the maximum of £50. This does not apply to County Residential Weekends, which are already subsidised by the County.

2. **Travel expenses by car in and out of County** – Mileage will be based on the rate at South West England (currently at 45p per mile).

Public transport. Anyone who needs to travel by Public Transport is asked to do so by the most reasonable available means and if possible to submit details of anticipated expenses before the event. Public Transport Travel receipts must be submitted when making a claim.

All applications for Grant Aid will be considered at the appropriate County Finance Meeting and submitted to the County Executive for *approval at their discretion*.

The Grant Aid Policy will be reviewed annually and a copy distributed to all Commissioners.

THE GIRLGUIDING CORNWALL LEGACY AND DONATION FUND (Unrestricted funds)

(If the total grant aiding from the County and external sources exceeds the total cost then the difference should be returned to Girlguiding Cornwall.)

Purpose: To encourage and further the opportunity of adventure and challenge Guides, Rangers, Young Leaders and Inspire members.

1. Guides, Rangers, Young Leaders and Inspire Members

Grants will be available to those individual members wishing to take part in: -

- a) S W England International trips/jamborees
- b) Sail Training Association trips or international trips arranged by other approved organisations
- c) Any event/trip approved and organised by S W England or the Association
- d) Queens Guide candidates undertaking their Residential experience/Expedition/Exploration.

Grant aid for the above will be calculated at 25% of the total costs of the following added together: -

- a) The total cost of the training, camp or event
- b) Travel expenses from home to point of group departure
- c) Travel expenses with group (if applicable).

The maximum grant aid to any individual will be £300.

An individual member will normally only be eligible to receive grant aid from the Legacy and Donation Fund for the above activities twice.

2. Rangers and Young Leaders

Any Ranger or Young Leader wishing to attend an event organised by Girlguiding, or an appropriate group, will be grant aided as follows: -

- a) The relevant application form available from the member's local Commissioner(s), should be submitted to the County Treasurer.
- b) The maximum grant per event is £50 per person.
- c) No more than 2 applications from any Ranger or Young Leader will be considered in any one year i.e. (January – December). A further application would be considered for qualifications that benefit Guiding i.e. Camp Permits.

3. Group Trips for Guides, Rangers, Young Leaders and Inspire Members

Approved trips organised by the County, will be grant aided up to 5% of the cost to the individual, with a maximum grant of £1,000 being awarded for any one trip. Special consideration will be given to the expenses incurred by the organisers of such a trip.

If a grant has been made to a member and subsequently the member is unable to attend the event or the event is cancelled, then the grant must be repaid within 6 months.

**CRITERIA FOR LOANS TO INDIVIDUALS FROM THE GIRLGUIDING CORNWALL
LEGACY & DONATION FUND**

- a) Loans can be made available to girls and adult leaders travelling abroad, where trips are offered at **short** notice and where the cost of the trip exceeds £800.
- b) This only applies to trips organised by S W England, the Association or other approved organisations. It does not apply to County International trips, as sufficient time will be allowed to save or raise funds for these events, unless filling a place at **short** notice.
- c) The candidate or the parents/guardians of the girl must sign a formal agreement that repayments will be paid, on a monthly basis, within 6 months of the end of the trip. (This should then give everyone approximately 12 months to pay for the trip from the time of being notified).
- d) The amount of the loan will be 40% of the total cost of the trip, up to a maximum of £600.
- e) The amount of the loan will be made payable to whoever is organising the trip (e.g. S W England) and will be paid after the candidate has contributed her proportion of the cost, therefore the loan will be the last payment made for the trip.
- f) The County International Adviser and local Commissioner(s) will be asked to provide written recommendations as to the appropriateness of an individual receiving a loan, based on their knowledge of the individual and her family. The written recommendations should be sent together with the application in writing to the County Treasurer who will consult with the County Commissioner(s) for a decision.

The policy will be renewed annually and a copy distributed to all Commissioners.
January 2024

Appendix 1

Overdue accounts escalation policy for Girlguiding Cornwall Flow chart to assist Commissioners

