

4.6 - Finance and Audit Committee – Charter

This charter sets out the Finance and Audit Committee’s objective, authority, roles and responsibilities, composition, reporting and administrative arrangements.

Objective

The aim of Scouting is to encourage the physical, intellectual, social, emotional and spiritual development of young people so that they take a constructive place in society as responsible citizens, and as a member of their local, national and international communities.

The Finance and Audit Committee of Scouts ACT has been established as a consultative and supportive forum to assist Scouts ACT in achieving its goals by acquiring and maintaining adequate financial resources.

Authority, Roles and Responsibilities

The Finance and Audit Committee (FAC) is directly responsible and accountable to the Branch Executive Committee (BEC) for the exercise of its responsibilities. The Finance and Audit Committee is not authorised to commit funds. It has no executive powers, unless delegated to it by the BEC. The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the BEC from time to time.

In carrying out its responsibilities, the FAC must at all times recognise that the primary responsibility for management of Scouts ACT rests with the BEC. BEC may object to committee recommendations, or ask the committee to bring forward alternative options.

The committee’s specific responsibilities include assisting BEC in:

- keeping track of financial transactions for accountability purposes
- developing appropriate financial processes for Group and Branch budget preparation. For example, reviewing budgets and related policies and procedures to ensure consistency across groups and in alignment with Branch budgets and policies
- identifying financial priorities for BEC
- recommending financial guidelines and procedures to the BEC
- reporting any financial irregularities or concerns to the BEC
- designing financial reports and returns that are accurate and timely
- identifying any opportunities for income generation; for example, major grants, property and equipment rentals and investments (where appropriate)
- overseeing the management of short and long term investments (for example, developing better methods in managing Groups’ and the Branch’s cash resources)
- working with the Branch’s auditor and responding to the auditor’s recommendations
- reviewing the Branch’s rolling three-year financial plan
- working with other BEC committees such as the Property Committee, and
- presenting options and recommendations to BEC regarding financial and related matters.

Composition

The Finance and Audit Committee is open to Group Treasurers and their representatives. It is expected that the Branch Treasurer will chair the committee. The Branch's Executive Officer will be a member of the committee. From time to time, members may invite experts or Scout members to advise it on specific issues.

Minutes of meetings and related papers will be emailed to Group Treasurers and copied to Group Leaders and Presidents for consideration. Where no response is received within 2 weeks, or another specified deadline, the lack of response will be taken to signify agreement to proposals agreed at the meeting.

Responsibilities of members

Although the BEC is responsible for the decisions that it takes, BEC members rely on the thoroughness and judgement of the Finance and Audit Committee in the recommendations that it makes. Therefore members of the committee are expected to understand and observe the requirements of this charter and Scouts ACT financial policies and obligations. Members are also expected to:

- contribute the time needed to study and understand the papers provided
- apply good analytical skills, objectivity and good judgment, and
- express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of enquiry.

Meetings and Reporting

The committee will meet monthly. Key activities of the committee will be reported to the BEC in the Branch Treasurer's monthly updates of the rolling three-year financial plan. Minutes of meetings will be available to BEC members, Groups and Scouts ACT members from the Branch's Executive Officer.

The committee may, at any time, report to the BEC any other matter it deems sufficiently important. In addition an individual committee member may request a meeting with the President and the Chief Commissioner of the Scouts ACT at any time.

Secretariat

Group Treasurers will take turns to draft the Minutes of meetings and submit them to the Chair within one week of the meeting. The Chair will circulate the agenda for each meeting and supporting papers, at least one week before the meeting. The Branch will ensure that Minutes of meetings and related papers are properly maintained in the Branch.

Review of charter

The committee will review this charter at least once a year. This annual review will include consultation with the BEC. Any substantive changes to the charter will be recommended by the committee for consideration and formal approval by the BEC.

AUTHORITY

This charter was approved by the BEC on 24 May 2006.