



Greater London South County Scout County County Team Budget Request Guidance

The County Board of Trustees is keen to support the wider county team in projects and programmes of work that will enable young people to achieve a specific goal especially where the opportunity is unlikely without this support.

Our County Finance Sub-committee are happy to receive and review annual budget requests from each of our county functions: People, Places, Programme, Organisation and Governance, and make budget recommendations to the County Board of Trustees for consideration and approval.

Please read this briefing before you think about your county budget request as it will give you guidance on what you can and cannot ask for and whether your request will be successful.

Annual budget support can be requested to help towards your team's annual programme of responsibilities and activities, that will:

- enhance the development of our young people
 - support the delivery of the county strategic plan
 - achieve our organisational development goals
- and,
- sits outside of any income that your team may generate, during the financial year.

If your team wants to request annual budget support, it is essential that you request it before the start of each financial year. This will ensure that our Finance Sub-committee and County Board of Trustees have time to set the counties overall annual budget. Please follow the timeline and deadlines provided.

What can you request?

There are seven areas that you can request for funding:

Advances	advances are provided to help with event planning and to pay for deposits to secure third party services before participation fees start to be collected from those taking part. These costs will be part of the events budget and the funds will be repaid to the County from the income of the event or activity once the event starts to generate funds
Equipment	to buy equipment that will be added to the county equipment stores after an event or project
Operational	funds for the provision of county administration, development, or volunteer services
Travel	a forecast of team members personal travel expenses (as detailed in our Volunteer Expenses Policy) - venue hire : funds to pay for the hire of a venue
Meetings	- catering & resources : funding for meeting catering and resources - Attendance : to supplement or pay the costs that support a team members attendance at a meeting or event on behalf of the county
Resources	- funds to help towards annual maintenance or upkeep of county buildings or assets
Other	- a forecast of other team personal expenses (as detailed in our Volunteer Expenses Policy)

A 5% **Contingency** will be automatically calculated and added to your budget request total.

Authorisation

Once you have compiled your budget request, please send it to your Team Leader who will review your request and when happy will authorise it and pass it on to our finance sub-committee for consideration.

It is important to remember that each team's and sub-team's individual budgets are consolidated into the overall annual budget for your function (people, places, organisation, programme or governance), and together these make-up our annual county budget and financial management.

Authorisation is as follows

Fuction	Sub-teams	Submitted by	Authorised by
	County Senior Management Team	Lead Volunteer	
	County Leadership Team		
	County Support	Support Team Leader	Lead Volunteer
	County Development Service	County Development and Volunteer Services Manager	Lead Volunteer
	County Volunteer Services		
	County Administration		
	Perception	Perception Sub-team Leader	Places Team Leader
	District Support	Places Team Leader	
	The Fort	Warden & The Fort Team	
	Youth Programme Team	Programme Team Leader	Programme Team Leader
	Assessors and Advisers		
	Events & Activities Team		
	Youth Team	Youth Lead	People Team Leader
	Volunteer Development Team	People Team Leader	Lead Volunteer
	Volunteer Support Team	People Team Leader	Lead Volunteer
	Trustee Board	Chair	Chair
	Sub-Committees	Sub-Committee Chairs	

When planning your team budget

Please remember that County programme events and activities must be self-funding. You can budget for any additional equipment that you might require for events and will then become county assets, however, generally all expenses including equipment and resources should be covered by the event income and your budget should be matched against forecast income from events and activities.

When planning events please refer to our [county events planning and policy guide](#).

The County Trustee Board will not fund:

- entire events or activity costs (as in general, events and activities must be self-financing by the fees that the participants pay to take part)
- all event consumables

What happens next?

Once you have prepared your request, please email it to office@southlondonscouts.org.uk.

Our County Finance Sub-committee will then review all budgets requested and will approve or amend budgets as appropriate and recommendations will be made to the County Trustee Board for their consideration. The overall County team budget will then be approved by the County Board of Trustees.

However, there is no guarantee that all funding will be given. Success is based on a number of factors including:

- does the request meet at least one of the seven areas of funding (outlined earlier)
- the number of budget requests received
- the amount of available funds

It is important to remember that our County Leadership Team, in partnership with our wider county teams, decides and agrees our annual county programme of events and ongoing support services. It is the role of the County Trustee Board to resource these needs to the best of their abilities. If the needs are beyond the financial resources available, it is the County Leadership Team and not the County Board of Trustees who decides our programme, services, and resources priorities.

If any part of your request is unsuccessful, the county will aim to offer further guidance on identifying other possible funding options that might be available to your team.

Timeline

Early January	Budget request form distributed to heads of functions
31 st January	Budget request submission deadline
February	Finance Sub-committee review all budget requests
March	Trustee Board review amend and approve the overall annual budget

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