

Module	Session 11: Managing Your Unit – Finances
Qualification	Leadership
Proposed length of session	90 minutes

Training Objectives

After the session, Leaders will be able to:

- ♣ Explain the importance of keeping financial records
- ♣ Keep Unit accounts
- ♣ Prepare a budget and keep financial records for an event or camp.

General notes: The materials for this session will vary from State to State. Resources attached are for guidance only and you should use the format that your State dictates. DMs and other experienced Leaders may be co-opted to help with this session. This means the Trainer can concentrate on teaching a smaller group or a support person can help a group who have no experience of bookkeeping.

MODULE OUTLINE			
Time	Activities	Trainers' Notes	Resources
5 mins	11.1 Find someone...	<ul style="list-style-type: none"> • who charges subs • who charges the same amount of subs • who charges in the same way [weekly, termly...] • who collects their subs in the same way [in patrols weekly, termly cheque, by leaders weekly...] 	
5 mins	11.2 Feedback	<p>In groups or whole training if small.</p> <ul style="list-style-type: none"> • what variations are there • why might there be differences? <p>[tradition, socio-economic factors, age of girls in unit, activities done by unit...]</p>	
10 min	11.3 Budgeting brainstorm	<ul style="list-style-type: none"> • We get all this money in Subs... what do we have to do with it (list expenses as below) • List expenditure in a term - badges, handbooks, activity costs, own expenses, region fees, event deposit, hall hires... [Include furphies such as DM's training, DM's phone bill (District funds not Unit), support group photocopying...] • Own expenses - why and what? [postage, email, things bought with own shopping • Who should pay for handbooks, uniform, activities, State & Region events, hall needs such as toilet paper & dish washing liquid...? • Do we have any other source of income? • List sources of income such as subs, fund raising, parental payments for uniform and handbooks held by the Unit and previously paid for.... [Include furphies such as million dollar donation, lotto win, biscuit money, hall hire fees...] 	<p>White Board / Flip Chart Markers</p> <p>Divide page into 2 halves and record income items on left and expenses on right side.</p>
5 mins	11.4 Subs calculation	<ul style="list-style-type: none"> • How do we budget in the Unit? • Put amounts next to the list of expenses. (rough amount per term) • Divide by number of girls in a Unit [make up a number]. • Divide per girl cost by 10 weeks = subs per week. • Important that girls pay for every week even when absent. • If too much, how can you be more economical? What is fixed (eg rent)? What can you change? • The subs may be set by the District for consistency and ULs may have to work within that. 	

5 mins	11.5 Worked examples	<ul style="list-style-type: none"> Show examples of books for a Guide Unit. Go through the examples to see how income and expenditure is recorded. [worked examples] 	Unit Books – completed example (maybe Trainer’s own)
25 mins	11.6 Hands on practice	<p>If possible pair up experienced/ confident book keepers and the new/terrified</p> <ul style="list-style-type: none"> Hand out the income and expenses pages your state uses. Check the participants understanding of the recording of income and expenses by reading through the first couple of entries on the script and looking at how the information is placed in the income and expenditure sheets. Balance is the money brought forward from the previous month. Use script to complete the last couple of entries for the month. Look at sample statement and see how interest is added. The last cheque has not been presented yet. Write amount in un-presented cheque section. Add up the income and expenditure columns. Take expenditure from income. Follow the template on the bottom of the expenses page. Step by step instructions are on the script. The balance the total left after deducting expenses plus any money not banked. Reconciliation reconciles what your records say you have and what the bank statement says you have. It also gives the balance to take onto the next month. At the end of the year we do a similar exercise to get the balance to take into next year. 	<p>Per Pair 11.6 February Finances 11.6 GuideLand Bank Statement</p> <p>One set per participant Record pages from your States bookkeeping system partly filled according to the 11.6 February Finances Workings file</p> <ul style="list-style-type: none"> Income Activity Sheet Expenses Activity Sheet Both yearly sheets
5 mins	11.7 Legal requirements - "Rules"	<ul style="list-style-type: none"> Guide money is public money, we have to be accountable for what we do with it. All money received must be banked and you must write a receipt for amounts over \$ (according to State Policy). This should occur within four (4) days of receiving (or according to State Policy). <p>[Do not be tempted to bank money that hasn’t been receipted as the risk of forgetting who gave you what is very real. The amount being banked needs to be recorded in your books before it goes into the bank.]</p> <ul style="list-style-type: none"> DO NOT AT ANYTIME take cash that you have been given and use it to pay other people or to purchase items. According to your State’s policies, pay for things by: <ul style="list-style-type: none"> Using cheques with at least 2 signatures Debit cards Internet banking All books must be audited in accordance with State Policies You can have a petty cash float for small item purchases, but the funds for this are established by cashing a cheque/withdrawing money from the account for an amount that is agreed on in advance by Leaders, District Manager and/or the Support Team. Financial risk management - UL are responsible but if the books are kept properly they need not worry. If in doubt ASK for help from DM, other ULs, LP. 	<p>11.7 Finance Quiz</p> <p>This section could be done at the end or combined with summary and questions.</p>
10 mins	11.8 Budgeting for an event	<p>Choose an event and prepare a budget</p> <ul style="list-style-type: none"> Budget = what you expect to receive and spend Decide on your expenses first List everything that you expect to need and the estimated cost. [Food, accommodation, transport, activities... See Event budget template] Divide the cost between the number of paying participants - this is your income. (Discuss whether Leaders pay – preferably not.) Discuss ways of cutting the cost if too much. [Parents sharing transport, girls bringing cake etc (allergy issue), less expensive activities.] 	11.8 Event Budget template per participant

10 mins	11.9 Preparing financial statement of event	<ul style="list-style-type: none"> • This is what the event actually cost • make sure you have kept all receipts recording the relevant cheque number on each • use the same headings as the budget but put in what was actually spent to give actual income and expenses [several lines for food on statement as may have receipts from several places 	11.8 Event budget template Use a participants budget and demonstrate on flip chart.
10 mins	11.10 Participants Questions	<ul style="list-style-type: none"> • 	