



# **The Scout Association of Malta**

***Guidelines for  
IHQ Commissioners & Staff for  
National & District Activities and Projects***

**(Version 1)**

## Introduction

These guidelines have been prepared for use by all IHQ Departments/Sections & Districts and are to be adhered to so as to ensure and have a uniform procedure for officials who handle financial transactions in an accountable and transparent manner.

## Definitions

The following definitions clarify the application of these guidelines:

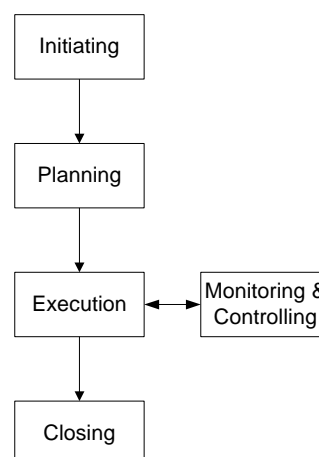
### **National/District Activity or Project**

A National/District Activity or Project is an individual activity (e.g. local/international camp, outdoor event, competition, etc.) or an individual initiative (e.g. campaign, specific fundraising, financial sourcing, etc.) organised in the name of the Association as a whole or by one or more Districts, but not by any individual Scout Group.

### **Organising Leader**

Organising Leader is an Appointed Adult responsible for the National/District Activity or Project, authorised by the relevant supervising Commissioner to initiate, manage and execute the activity or project, including the formation/management of an ad hoc team (if required) to support the activity/project.

These guidelines have been adapted to the needs of the Scout Association of Malta using the basic project management process which consists of 1) Initiation, 2) Planning, 3) Execution, 4) Monitoring & Controlling and 5) Closing.



## Activity / Project Stages

### **Stage 1 : Initiation**

The first stage in any National/District Activity or Project should be to **define the aims of the activity/project**. This should be done by the responsible Commissioner who is to generally oversee the activity/project to completion, and an **Organising Leader** is to be appointed to manage the different stages as described. At this stage, a broad **budget detailing suggested costs and projected income** should be drawn up (see *Appendix 1*), as well as an approximate **scheduled timeline** of when the activity/project will be completed and the expected **deliverables**.

### **Stage 2 : Planning**

The '*Initiation Stage*' sets the stage for the activity/project to move forward since the resources needed to reach the aims set are now at the disposal of the Organising Leader. Similarly to the Scout Motto, 'Be Prepared', the second stage will consist of preparing for the activity/project to the appropriate level of detail.

The main purpose is to take on detailed planning of the time, costs and resources by estimating the efforts and considering the issues needed to execute the activity/project to the required standard. A failure to adequately plan greatly reduces the activity/project's chances of successfully accomplishing its goals.

If the nature of the activity/project so requires, the Organising Leader may appoint an *ad hoc* team to support the activity/project. The members of the **Organising Team** must be approved by the responsible Commissioner before any involvement can be made. The Organising Leader will still remain the ultimate person responsible for the activity/project.

The Organising Leader (and Team, if appointed) must identify the **deliverables** and create measured milestones for achieving these deliverables. This should be done to a specific and achievable **timeframe**, and in a logical sequence, taking into consideration the resources available. A more **detailed budget** should be developed which is to reflect realistic costs and income.

The identification of **roles and responsibilities**, as well as **communication** with prospective leaders/members participating in the activity/project is to be agreed upon and set.

### **Stage 3 : Execution**

The '*Execution Stage*' basically puts into **action the plan** that was set in the previous step. Execution involves **coordinating people and resources**, as well as **integrating and performing** the parts of the activity/project as agreed to in the '*Planning Stage*'.

Any **financial transactions** in relation to the activity/project are to be recorded by the Organising Leader (or the Treasurer if one is appointed) and any receipts in relation to expenses incurred must also be filed with the Organising Leader or Treasurer.

### **Stage 4 : Monitoring & Controlling**

Obviously, no matter how much one plans, issues will crop up during execution of the plan and the Organising Leader should manage such issues, whilst keeping in line with the general aims of the activity/project as well as the Scouting Aims & Principles. When issues which might affect the activity/project are encountered, the Organising Leader must **consult** the Commissioner responsible.

### **Stage 5 : Closing**

At the end of the activity/project, the Organising Leader is to **review** the outcome with the Organising Team, as well as with the Commissioner responsible. An **Income and Expenditure Account** must also be drawn up and the original be submitted to the Commissioner for Finance at Island Headquarters within 1 month from the end of the activity/project. The Income and Expenditure Account Form in *Appendix 2* is to be used, although these can be drawn up along the same lines in a more detailed format also for complex activities/projects. All **original receipts** should be presented with the Accounts, whilst Organising Leaders should keep copies.

The Income & Expenditure Account should be presented with all income collected and all expenses paid. The remaining surplus or positive balance (**Income over Expenditure**) in cash or cheques payable to 'The Scout Association of Malta' should also be presented with the Accounts to the Commissioner for Finance or the delegated official, for which a receipt will be recorded.

Activities ending with a deficit or loss (**Expenditure over Income**) would need to be previously sanctioned by the Commissioner for Finance and the Chief Commissioner during the Planning Stage.

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Proposed Activity/Project :	
Date from :	to:

*(Please complete budget to the best knowledge and projections)*

<b>BUDGETED INCOME</b>	€	
Adult Leader Activity Fees Collected		
Youth Member Activity Fees Collected		
Campsite / Premises Rental		
Fundraising Activities		
Donations Received		
Sale of Activity Wear, Equipment, Souvenirs		
Sale of Tuck-Shop		
Other Income 1 (please specify)		
Other Income 2 (please specify)		
<b>TOTAL BUDGETED INCOME</b>		
<b>BUDGETED EXPENDITURE</b>	€	
Activity / Programme Expenses		
Fundraising Expenses		
Equipment Purchase		
Rent for use of Campsite/Premises		
Equipment Rental		
Water & Electricity		
Insurance		
Communication Expenses		
Advertising		
Stationery & Printing		
Sundry Expenses		
Other Expenditure 1 (please specify)		
Other Expenditure 2 (please specify)		
<b>TOTAL BUDGETED EXPENDITURE</b>		
<b>Budgeted Income Over Expenditure / (Budgeted Expenditure Over Income)</b>		
Compiled on:  _____	Confirmed on:  _____	Reviewed on:  _____
Organising Leader	Commissioner	Finance Commissioner



Activity/Project :	
Date from :	to:

*(Please attach all receipt and documents to support the reported figures)*

<b>INCOME - (all income has been collected and no further funds are expected)</b>	€	
Adult Leader Activity Fees Collected		
Youth Member Activity Fees Collected		
Campsite / Premises Rental		
Fundraising Activities		
Donations Received		
Sale of Activity Wear, Equipment, Souvenirs		
Sale of Tuck-Shop		
Other Income 1 (please specify)		
Other Income 2 (please specify)		
<b>TOTAL INCOME</b>		
<b>EXPENDITURE - (all expenses have been paid for and no future claims are expected)</b>	€	
Activity / Programme Expenses		
Fundraising Expenses		
Equipment Purchase		
Rent for use of Campsite/Premises		
Equipment Rental		
Water & Electricity		
Insurance		
Communication Expenses		
Advertising		
Stationery & Printing		
Sundry Expenses		
Other Expenditure 1 (please specify)		
Other Expenditure 2 (please specify)		
<b>TOTAL EXPENDITURE</b>		
<b>Income Over Expenditure / Expenditure Over Income</b>		
Compiled on:	Confirmed on:	Reviewed on:
_____	_____	_____
Organising Leader	Commissioner	Finance Commissioner

## Appendix 2 – Income & Expenditure Account