



It starts with Scouts.

EVENT FINANCE

Annual Review Checklist

Sound and Prudent Financial Practices for Event Managers

	REQUIREMENT	YES	NO	N/A
1.	The event has a Treasurer.			
2.	The Treasurer has the necessary attitudes, skills and knowledge for the role.			
3.	The Event annual operating budget for the fiscal year before September 1.			
4.	Approved expenses do not exceed revenue and available reserve funds.			
5.	The Treasurer distributes monthly finance reports.			
6.	Annual Financial Statements reflect operations for the fiscal year September 1–August 31.			
7.	The Annual Financial Statement was subject to an impartial third-party review by two individuals who have not been involved in the event's financial accounting and reporting.			
8.	The Annual Financial Statement is submitted to the Program Support Manager by November 30, 90 days after the end of the fiscal year.			
9.	An inventory of equipment accompanies the Annual Financial Statement.			
10.	Equipment is insured.			
11.	All bank accounts or similar are clearly identified as "Scouts Canada—name of event".			
12.	All Bank Accounts, or similar are:			
	Under the control of at least two signing officers and			
	Two signing officers must sign every cheque.			
	The signing officers are not related by blood, adoption or marriage.			
13.	Cheques are only signed after payment of expenses are authorized.			
14.	There are no cheques signed in advance.			
15.	The Event follows Scouts Canada standards for the approval and reimbursement of expenses.			
16.	The Event issues receipts for all funds received and keeps a duplicate of the receipt. This becomes documentation for incoming funds.			
17.	All funds are directly deposited into a Scouts Canada account and no conversion of funds occurs.			

	REQUIREMENT	YES	NO	N/A
18.	As far as possible, cheques pay all expenditures. The cheque register becomes documentation for outgoing funds. Expenditures are supported by original receipts.			
19.	The Event only uses cash advances or electronic payments with prior approval.			
20.	All donations and sponsorships are solicited (or will be solicited) according to Scouts Canada policies and procedures.			
21.	Any lottery, casino, raffle, bingo or other fundraising that is associated with gambling has been approved by Scouts Canada.			
22.	Financial records are maintained and available to the Program Support Manager should they be required. The Treasurer maintains the records in a manner compliant with requirements for financial records storage as set forth by the Canada Revenue Agency.			

The Annual Financial Review

REQUIREMENT	YES	NO	N/A
The Treasurer provided the review team with:			
Copy of general ledger transactional detail			
Monthly bank reconciliations			
Bank statements and investment statements monthly			
List of financial controls			
Fixed asset registers			
Evidence of receipts for expenditures			
Invoices for revenues/sales			
Registration records reconciled to enrolment at the Council level			
Cash has been counted and reconciled.			
Bank account reconciliation completed.			
Investment statements reconciled.			
Cancelled cheques all accounted for.			
Assets/equipment property valued on balance sheet.			
Invoices and receipts sequentially numbered and accounted for.			

On behalf of the _____ Event, the annual financial review has been completed and that the annual financial statements present fairly, in all material respects, the financial position of the Event.

Independent Reviewer	Signature	Date
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