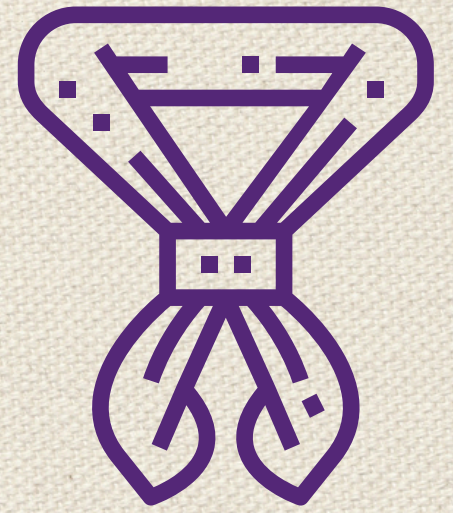


how to open a scout group bank account



As per Policy, all Scout Group bank accounts should have the following naming structure: SCOUTS South Africa + Name of the Scout Group.



All bank accounts require minimum 3 authorised signatories.

The Treasurer and Scout Group Leader need to be the two representatives for the Scout Group (provided they are not married). The third signatory needs to be a representative of the Regional Management team.



Your bank will require the following documents:



- Copy of AGM Minutes detailing the elected Group Committee members and the decision to open a bank account, as well as who the authorised signatories will be, so SGL name and ID, Treasurer name and ID, and Regional Representative name and ID, The Minutes also need to specify that the Treasurer will load the payments and the SGL will authorise the payments.
- Copy of ID and proof of residence of all signatories.
- The NPO Certificate, Constitution of SCOUTS South Africa, letter confirming that the Scout Group is active signed by the Regional Commissioner. To get the letter you need to have an SPA in place, be up to date with census payments and be registered on Scouts.Digital. These will be submitted by your Regional Office on your behalf DIRECTLY to the bank.

after opening the scout group bank account



Add the bank details to your Group Profile on Scouts Digital.

Log into Scouts Digital, on the left-hand navigation panel, select Groups - Manage Groups - Actions - Edit Group - Bank Details.

Provide the details of the bank account to your Regional Office.

Annually, by 30 September, supply the Regional Office with detailed information.

Including the bank and account name, number, balance at year-end and the purpose for which that specific account is held.

if a scout group closes, what happens to the remaining funds?

The contents of the bank account, after settlement of outstanding debts, is transferred to the SA Scout Foundation via the Regional Finance Representative.

The remaining funds are held in Trust for the reopening of the Scout Group for a period of 5 years from the date that the Group ceased to operate.

If the Scout Group does not reopen in the same municipal ward within the 5-year period, the funds will continue to be held by the Scout Foundation but the benefit thereof will transfer to the Region in which the Group operated prior to closing.