



Scouts Australia  
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18 December 2008

## MEMO

**TO: All Group Leaders, Group & District Treasurer, District Commissioners**  
**FROM: Marty Thomas – Executive Manager**  
**SUBJECT: 2008 Group, District & Branch Formation Financial Return**

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Please find attached a copy of the 2008 Branch Financial Summary (Form B7) for completion by your Formation. Although revised, the form follows a similar format to last year and can be completed on screen before forwarding to the Branch Office. Please ensure the Financial Report has been audited before it is forwarded to the Branch Office.

I would like to remind all Formation Leaders that in accordance with good management practices and in particular the accountability of public monies, the Western Australian Branch requires all Scout Groups, Districts and Formations to complete an annual summary of their financial position. The summary is to include all income and expenses for the year as well as the details and balances of all bank accounts held by the Formation.

### ***Return deadline***

In recognition of the time constraints brought on by the Christmas break and January holidays the deadline for the return of the 2008 Return has been extended to **31 March 2009**.

### ***New Electronic Cash Book***

To assist with the 2009 Financial Return the Branch Support Team (BST) have developed a formatted electronic cash book for use by Groups, Districts and Formations. The cash book is easy to use and will complete the Annual Group Financial Summary page automatically at the end of the year.

### ***Questions***

If you have any questions on the 2008 Financial Summary please contact the Branch Financial Controller on 9321 2814 or email [accounts1@scoutswa.com.au](mailto:accounts1@scoutswa.com.au)