



1st Finchampstead Scout Group

Scout Group Policy

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1 Introduction

This reference document defines Policy, Organisation and Rules for the 1st Finchampstead Scout Group (the Group) and supplements the Policy, Organisation and Rules (POR) as published by the Scout Association in the UK.

The current Scout Association POR, including amendments can be found on the official Scout Association resource website: www.scoutbase.org.uk

Group Policy, Organisation and Rules as defined in this document are owned by the Group Executive Committee. The Group Executive Committee reviews Group Policy, Organisation and Rules regularly and will make amendments through due process.

This version has been approved by the Group Executive Committee.

2 Overall Policy

2.1 Governance & Compliance

- 2.1.1 1st Finchampstead Scout Group is governed and regulated without variation by the current POR as published and as amended from time to time by the Scout Association in the UK and other requirements as defined by the Scout County of Berkshire and the Scout District of Wokingham. This includes the constitution of the Group and its legal and regulatory obligations and with particular respect to the Charities Act 1992.
- 2.1.2 The Group Scout Leader and the Group Executive Chairman are responsible for ensuring compliance to Group, District, County and National Scout Association Policy, Organisation and Rules.

2.2 Constitution

- 2.2.1 The 1st Finchampstead Scout Group is not a Sponsored Group as defined in the POR and is therefore not answerable to other bodies.
- 2.2.2 The Group Scout Council is the electoral body, which supports Scouting in the Scout Group. It is the body to which the Group Executive Committee is accountable.
- 2.2.3 Membership of the 1st Finchampstead Scout Group Council is open to:
- Scouters;
 - Group Scout Fellowship members; Colony, Pack and Troop Assistants; Skills Instructors; Occasional Helpers
 - Administrators; Advisers;
 - Patrol Leaders;
 - all parents of Beaver Scouts, Cub Scouts and Scouts;
 - any other supporters including former Scouts and their parents who may be admitted by the Group Scout Leader, the Group Executive Committee or the Group Council;
 - the District Commissioner and District Chairman are *ex officio* members of the Group Council.
 - Group President
- 2.2.4 Membership of the Group Scout Council ceases upon:
- the resignation of the member;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the Group Executive Committee.
- 2.2.5 The 1st Finchampstead Group Council must hold an Annual General Meeting within six months of the financial year end which is 31st March (normally held in May) to:
- approve the Annual Report of the Group Executive Committee, including the annual statement of accounts;
 - approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee;
 - elect a Group Secretary and Group Treasurer;
 - elect certain members of the Group Executive Committee;
 - appoint an auditor or independent examiner or scrutineer as required.
- 2.2.6 The 1st Finchampstead Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. The Committee is responsible for:

- 1st Finchampstead Group policy;
- the maintenance of the Group's property and equipment;
- the raising of funds and the administration of the Group's finance;
- the insurance of persons, property and equipment; Group public occasions;
- assisting with the recruitment of Leaders and other adult support.
- adherence to charity trust legal requirements (see <http://www.charity-commission.gov.uk> – documents CC3 and CC3a are available for download)

2.2.7 The 1st Finchampstead Group Executive Committee consists of:

- The Group Chairman;
- The Group Secretary;
- The Group Treasurer;
- The Group Scout Leader;
- The Assistant Group Scout Leader
- All Section Leaders (Not assistants);
- Nominated Members;
 - persons nominated by the Group Scout Leader
- Elected Members;
 - Preferably 4 but up to 6 persons elected at the Group Annual General Meeting including:
 - Finchbase Manager
 - Subscription Secretary
 - Fundraising Manager
- Co-opted Members;
 - persons co-opted annually by the Group Executive Committee
 - the number of co-opted members must not exceed the number of elected members.

2.2.8 A meeting of the Group Executive Committee is quorate when there are at least six members present at a meeting. The members present must represent both the Leadership and non-Leadership.

2.2.8 The District Commissioner and the District Chairman have the right of attendance at meetings of the 1st Finchampstead Group Executive Committee.

2.2.9 The Group Executive Committee may establish any sub-Committees that it deems necessary.

2.2.10 The Group Scout Leader and the Group Chairman will be ex officio members of any sub-Committee of the Group Executive Committee.

2.2.11 Any fund raising committee must include at least two members of the Group Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader may serve on such a fund raising sub-Committee.

2.2.12 A Scout Group is an educational charity. Members of the Group Executive Committee are the charity trustees of the Scout Group.

2.2.13 Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees.

2.2.14 Certain people are disqualified from being charity trustees by virtue of the Charities Acts. See <http://www.charity-commission.gov.uk> for guidance.

2.2.15 Charity trustees are responsible for complying with all the legislation applicable to charities.

2.3 Group Name & Colours

- 2.3.1 The Group has registered its title as *1st Finchampstead Scout Group*
- 2.3.2 All sections in the Group shall bear the Group colours (red) and these colours shall apply to scarves.
- 2.3.3 Each Section shall have its own flag (Colours) to Scout Association standards which shall bear its name.

2.4 Group Programme

- 2.4.1 The Group shall support initiatives and events which are organised by the District, County or National Headquarters. The Group or individual Sections will participate at the discretion of the Group Scout Leader and individual Section Leaders.

3 Finances

3.1 General

- 3.1.1 The Group Executive Treasurer, acting on behalf of the other Group Executive members (who are the Group's Charity Trustees), has overall operational responsibility for the governance and maintenance of Group finances.
- 3.1.2 The Group will operate a primary group cheque/current bank account from which all group payments will be made. All Group cheques or electronic payments shall require at least two signatures. The signatories on the Group account shall be: the Group Executive Treasurer; The Group Executive Chairman, Group Executive Secretary and the Group Scout Leader. Other Group Executive members may be appointed, subject to approval of the Group Executive Committee.
- 3.1.3 The Group will operate a second group cheque/current account to be used solely for camp purposes where access to a cheque/current account is required on the camp itself ("Camp Account"). All Camp Account cheques or electronic payments shall require at least two signatures. The signatories on the Camp Account shall be: the Group Executive Treasurer; The Group Executive Chairman, Group Executive Secretary and the Group Scout Leader. Other Group members may be appointed, subject to approval of the Group Executive Committee. Where access is required to the Camp Account for payments to be made during camps, and two of the aforementioned are not present, then the Camp Leader and optionally one other Leader will be added as signatories to the Camp Account for that camp, and a cheque book will be made available. This will need to be approved by the Group Executive committee in advance of the camp.
- 3.1.4 Further savings accounts may be opened and operated by the Group Executive Treasurer at the discretion of the Group Executive Committee.
- 3.1.5 All monies payable to the Group, for whatever reason and from whatever source, including cash payments, shall be duly recorded and logged and deposited into the Group account. Under no circumstances may cash be diverted.
- 3.1.6 Budgets to cover Section weekly activities will be established and agreed by the Group Executive Committee on an annual basis. It is the responsibility of the Sections Leaders to ensure that the Section is properly managed within the approved budget. Additional expenditure should be approved in advance by one or more of the following: the Group Scout Leader; the Group Executive Treasurer or the Group Executive Committee.
- 3.1.7 Each section will need to order badges for their members on a regular basis and this should be done via the Badge Secretary. There is a separate budget for badges.

- 3.1.7 Other budgets will be established by the Group Executive Committee to operate the Group.
- 3.1.8 Cash payments in to the Group should be avoided wherever possible; through agreement with the Treasurer, leaders should request payments by direct electronic transfer to the Scout Group bank account. Carbon copy receipt books will be made available to leaders to record deposits where cash payments are made. Payments made directly into the Subs box will not be receipted and should only be made by cheque.

3.2 Membership Fees

- 3.2.1 Membership fees are levied three times a year, based on school terms: Term 1 from September until December, Term 2 from January until April (Easter) and Term 3 from April (Easter) until July.
- 3.2.2 New joiners to the Group shall pay an investiture fee of £10.00 upon investiture. This covers the cost of supplied items (Group scarf, woggle, badges & Investiture Certificate and Section name badges/woggles when moving between sections) and other possible administration costs. This fee also applies to Members transferring from another Group.

Where replacement scarves, badges or scarves are required, an additional fee will be charged. Charge sheet will be published on the 1st Finchampstead website.

- 3.2.3 From January 2011 and until further notice, Membership fees per term shall be:

£40.00 per Scout, £35.00 per Cub Scout and £30.00 per Beaver Scout.

- 3.2.4 A family Membership fee discount shall apply where there are three or more sibling Youth members in the Group at the same time, The discount will reduce the membership fees for the third and subsequent youngest members to zero.
- 3.2.5 Members joining the Group part way through a term will be required to pay the appropriate membership fees on a pro-rata basis for the first term.
- 3.2.6 Members that are moving on between Sections will pay the higher membership fees at the start of the first full term that they belong to the new Section.
- 3.2.7 The Group shall pay the annual Scout Association Membership fee (as charged by Wokingham Scout District) for an adult uniformed Warranted Leader and, at the discretion of the Group Scout Leader, any other adult who wishes to become a Scout Association Member and who makes an active and significant contribution to the Group.
- 3.2.8 Where required, and in recognition of service, the Group shall pay the annual Scout Association fee (as charged by Wokingham Scout District) for an Explorer Scout who, having completed at least *Module A* of the Young Leader training programme and subject to the approval of the Group Scout Leader, is actively serving the Group as a “full-time” Young Leader.
- 3.2.9 The Group shall take advantage of the Gift Aid Scheme where possible.

3.3 Expenses

- 3.3.1 The Group does not expect a uniformed Leader or supporter of the Group to be “out of pocket” as a result of providing purchased items or services for the genuine and direct benefit of the Group and its young people or as required by the Scout Association. Prior approval should be sought for the expense as indicated in sections 3.3.2, 3.3.3 and 3.3.4. All such expenses should be claimed in accordance with the Group policy and procedure.
- 3.3.2 In order to maintain financial control, all expenses for weekly activities falling within Section Budgets should be approved in advance by the Section Leader. Expense claims must be submitted with receipts using the Group Expenses form. There is likelihood that

non-approved expenses will not be reimbursed.

- 3.3.3 In order to maintain financial control, all expenses for camp activities falling within the Camp budgets should be approved in advance by the Camp Leader. Expense claims must be submitted with receipts using the Group Expenses form. There is likelihood that non-approved expenses will not be reimbursed.
- 3.3.4 In order to maintain financial control, all expenses (except items included within Section Budgets – 3.3.2 and Camp budgets – 3.3.3) should be approved in advance by one or more of the following: The Group Executive Chairman, Group Executive Secretary and the Group Scout Leader. There is likelihood that non-approved expenses will not be reimbursed. Large expenses will normally require the advanced approval of the Group Executive Committee and should be recorded in the minutes.
- 3.3.5 Any travel expense must be agreed in advance. Costs incurred relating to travel to and from specially organised camps or training courses can be recovered by any Leader, Committee Member or helper, so long as the journey is required as part of the organisation of the event, e.g. supplying equipment or acting as an adult helper. The policy will only cover the cost of fuel for private vehicles or in the case of public transport, tickets. No payments will be made in advance, and where applicable, all receipts must be submitted via the expenses claim form.

When using your own vehicle it is your responsibility to ensure the vehicle is roadworthy, legal and covered by insurance.

3.4 Use of Scouting Facilities for Personal Use

- 3.4.1 There may be times when leaders would like to make use of Scouting equipment for personal benefit. All such loans must be agreed by the Group Executive, the Group Scout Leader; the Group Executive Treasurer or the Group Executive Secretary. In all cases an appropriate donation to Scout funds is expected.
- 3.4.2 Priority will always be given to 1st Finchampstead Section requests and then on a first come, first served basis.
- 3.4.3 The cost of repairing any equipment damaged whilst in personal use remains the responsibility of the person borrowing the equipment.

4 Camps, activities and excursions

- 4.4.1 Camps, pack holidays, Beaver sleepovers, other residential experiences and activities should at least break even financially. In other words, when all expenses have been accounted for, and an allowance made for camp equipment wear and tear (~10%) the end balance to the Group should be zero – the Group being neither in profit, nor loss.
- 4.4.2 Some Camps, Sleepovers, experiences and activities may be designated as fund raising events. Such events will be declared as fund-raising events to participants when the activity is first announced. Such events are expected to return a profit to the group and should be budgeted accordingly.
- 4.4.3 It is recognised that an activity should carry a contingency allowance within the budget and, where a profit is made on a non-fund-raising camp, pack holiday, sleepover, other residential experience or activity a refund may be offered to parents, leaders and helpers. The refund will only be triggered where the profit is greater than 15% of the activity income. Refunds per attendee will be rounded down to the nearest pound.

Any retained profit will be returned to Group funds to be used for the repair or replacement of equipment required for such activities

- 4.4.4. A worked example of calculating camp budgets and refunds is shown in [Appendix 2 - Camp Refund Worked Examples](#)
- 4.4.5 Outings, excursions and expeditions should break even financially for the Group. In some circumstances, the Group Executive may approve a subsidy in advance.
- 4.4.6 Some activities may be entirely funded by the Group (such as District organised competitions and outings), others may be subsidised by the Group and others, in order to break even, may be charged for at cost price.
- 4.4.7 It is the responsibility of the Warranted Leader in charge of the event to ensure that it is properly budgeted for and financed (including subsidy approvals) and that all required monies are collected prior to departure. All monies collected, attendee/ budget sheets must be returned promptly to the Treasurer for reconciliation and banking. Where deposits are collected in advance, these must be passed promptly to the Treasurer for banking.

5 Supporting adults

- 5.5.1 The Group shall encourage adults to apply for a Leadership Warrant and will provide the necessary financial support.
- 5.5.2 The Group shall provide automatic payment of the annual Scout Association Membership fee (as charged by Wokingham Scout District) where appropriate.[See also 3.2.7]
- 5.5.3 The Group shall fund all training as specified by the Scout Association and will seek reimbursement from the District, County or Scout Headquarters as available.
- 5.5.4 The Group shall ensure that each adult Leader holding or applying for a Scout Association Leader Warrant has a full and proper uniform. The Group shall supply or pay for one basic set of regulation uniform which consists of:
- One long sleeved uniform “dress” shirt or blouse
 - One adult Group scarf and/or regulation tie (as appropriate) One Scout Association approved woggle
 - Badges and regalia as specified by the Scout Association

The uniform should be purchased from one of the local Scout Shops to enable the group to claim a rebate.

- 5.5.5 The Group will not normally be expected to pay for any other personal items including other Scout Association uniform items, personal camping equipment etc.

6 Buildings and Premises

6.1 General

- 6.1.1 Health & safety are of paramount importance. It is the responsibility of the Group Executive to ensure that a formal risk assessment of the premises is carried out at regular intervals and that resulting actions are prioritised and dealt with promptly and efficiently. The Risk Assessment should be shared with all leaders and helpers.
- 6.1.2 It is the responsibility of the Group Executive to manage the maintenance and running of Group premises, including grounds, for the benefit of its Members and to acceptable standards. This includes providing facilities and utilities such as toilets, a kitchen, furniture, heating, lighting and security.

- 6.1.3 It is the responsibility of the Group Executive to ensure that all legal, contractual and associated financial matters with respect to Group premises are resolved, including lease agreements, buildings & contents insurance, utility bills and other Group liabilities.
- 6.1.4 It is the responsibility of the Group Executive to ensure that Group premises are adequately secure.
- 6.1.5 The Group shall seek to improve its premises and facilities. The Group shall implement and maintain a published Development Plan which will be reviewed regularly by the Executive. In accordance with this Plan, the Group shall seek external funding (through grants and other charitable bodies) as appropriate.

6.2 Personal Property

- 6.2.1 The Group Executive accepts no responsibility for any damage or theft of personal property whilst in or on Group premises.
- 6.2.2 Vehicles may be parked in the California Country Park car park or adjacent to the building at the owner's own risk. California Country Park Parking Fees and penalties apply within the public car park during normal park opening hours. The Group is not responsible for re-imbusement of fines.

6.3 Key Holders

- 6.3.1 Keys to the premises shall only be held by those who require regular access and whose access has been approved by the Group Executive. This will normally be: the Group Scout Leader; Section Leaders; certain named Group Executive members (such as the HQ Manager); other named regular users.
- 6.3.2 When the building is in use, the key holder shall be assumed to be responsible for the building and its occupants including fire evacuation procedures, health & safety issues and security.
- 6.3.3 When leaving, it is the responsibility of the key holder to ensure that the buildings and grounds are secured and that lights and other electrical equipment are switched off according to procedure.
- 6.3.4 Keys to the California Country Park Car Park barrier shall only be held by those who require regular access and whose access has been approved by the Group Executive and the Park Rangers/Wokingham Council. This will normally be: the Group Scout Leader; Section Leaders; certain named Group Executive members (such as the HQ Manager); other named regular users.
- 6.3.5 When leaving the park outside of published park opening hours it is the responsibility of the Car Park barrier key holder to ensure that the barrier is locked unless notice is provided by the Park Rangers or Wokingham Council to the contrary.

6.4 Use of premises

- 6.4.1 The building and facilities at Finchbase, California Country Park are provided and maintained by the Group for the direct benefit of the Group and its Members for Scouting purposes, including some storage.
- 6.4.2 The use of Group premises for other ad hoc Scouting purposes (for example, District meetings etc.) is encouraged as this promotes the reputation of the Group. Use of facilities for these purposes shall incur no charge.
- 6.4.3 The building and facilities at Longwater Lane, Finchampstead are provided and maintained by the Group for the direct benefit of the Group and its Members for storage of Group Equipment. The facilities are owned jointly by St James' Church and

Finchampstead Council and are not entirely dedicated to 1st Finchampstead; other Scouting/Guiding groups may have access to the building for small amounts of storage.

7 Mini Bus and Trailer

7.1 General

- 7.1.1 The group minibus and trailer are provided for all Sections to use to transport people and small equipment to activities and camps; it is maintained by the transport manager.
- 7.1.2 The mini bus may be lent to other charitable organisations but adequate comprehensive insurance cover must be demonstrated by the borrowing party if the 1st Finchampstead policy does not provide adequate cover. Borrowing parties must also demonstrate that they hold, and display a Section 19 permit when being used in a manner for which a permit would be required.
- 7.1.3 Reservations for the minibus must be made through the transport manager. Priority will be given to 1st Finchampstead Section requests and then on a first come, first served basis. Priority of use by Sections will be given to those activities where the largest saving will be made compared to hiring a mini bus.

7.2 Driver Requirements and Responsibilities

- 7.2.1 An appropriate licence must be held by the driver of the minibus. This includes any extensions required for the driving of a minibus or minibus and trailer (This particularly applies for drivers that obtained a licence since 1997).
- 7.2.2 Where a 1st Finchampstead Group Leader is required to undertake an additional test to qualify to drive the mini bus, the Group Exec may agree to fund such test. Repeat tests are the responsibility of the driver.
- 7.2.3 The driver is responsible for any parking, road traffic notices and fines incurred whilst they are in charge of the bus. Payment of fines cannot be claimed through Expenses.
- 7.2.4 The safety and maintenance of the mini bus rests with the driver whilst it is in their care. The driver is responsible for daily checks of the vehicle prior to use.
- 7.2.5 Any problems or concerns about the mini-bus must be recorded in the log book notified to the transport manager on return of the vehicle.
- 7.2.6 A mileage and driver log must be updated for each journey by the driver of the mini bus during the activity.
- 7.2.7 In line with commercial hiring of vehicles, the minibus must be returned clean after use with a full tank of fuel so that subsequent groups can use the minibus. Fuel costs should be claimed through the Expenses process.
- 7.2.8 The mini bus trailer should be used for the transportation of large equipment. The minibus itself should not be used to transport large equipment likely to damage the seating or internal fabric of the minibus. See 7.2.1 for licence restrictions.

8 Camp Equipment

8.1 General

- 8.1.1 The Quartermaster will maintain a range of essential Camp Equipment for use by all Sections.

- 8.1.2 The Quartermaster will provide an inventory to all leaders of Camp Equipment for use by Sections.
- 8.1.3 Additional equipment may be required from time to time and will be purchased from an agreed annual budget

8.2 Reservation and Use of Equipment

- 8.2.1 Camp dates and intended numbers/equipment must be notified to the Quartermaster 6 months in advance of a camp.
- 8.2.2 Reservations of detailed equipment lists must be made to the Quartermaster 1 month prior to use. Priority will be given to 1st Finchampstead Section requests and on a first come, first served basis.
- 8.2.2 Equipment must be returned to the Quartermaster at an agreed time. Canvas and other equipment will deteriorate if stored wet, should be dried before it is returned to stores. Equipment should be returned in a good clean condition and any damage to equipment should be drawn to the attention of the Quartermaster.

9 Section Membership

9.1 Membership Intake

- 9.1.1 New Youth Members joining the Group must first be registered on the waiting list. Registration is open to all children over 4 years of age. The waiting list should be managed blind to the Section Leaders by the Waiting List Manager in order to maintain fair selection of new intake. A Section Leader must request new members from the Waiting List Manager.
- 9.1.2 Leaders and Occasional Helpers that contribute significantly to the Group will receive priority in the allocation of places into the group and when moving between Sections.
- 9.1.3 The Waiting List Manager will coordinate movement of children between sections
- 9.1.4 There should be free movement for children between sections when they reach the designated age for moving out of their existing section. Where capacity within Sections is reached and free movement is hindered, alternative Groups within the Wokingham District should be identified to allow the members to remain within the Scout movement.

9.2 Section Sizes

- 9.2.1 Each section must regulate the intake of children from the waiting list in order to facilitate the free movement of members. The Scouts need to maintain the largest Section Membership as they carry members for the largest number of years. Their maximum Section Member number determines the maximum membership for the other Sections.

Currently the age ranges are:

- Beavers: 6 – 8 Years
- Cubs: 8 – 11 Years
- Scouts: 11 – 14.5 Years

The age range ratios are therefore 2:3:3.5 and this ratio must to be carried into the Section size ratios. The Section sizes should therefore be:

- Beavers: 17
- Cubs: 26
- Scouts: 32

Some flexibility is required with the above numbers as, due to dates on which birthdays fall, there may be occasions where temporary over- or under-subscription may arise.

10 Explorer Scout Units

- 10.1.1 The Group will actively encourage Explorer Scouts who express an interest to take on Young Leader roles with the Group and support them in completing their Young Leader training programme. Young leader appointments with the group will be subject to a maximum of 2 Young Leaders per section per night.

11 Faiths & beliefs

- 11.1.1 The Group is an open Scout Group, which means that the Group accepts Members in all Sections with different faiths and beliefs and in accordance with the Scout Movement's Spiritual Policy.

Appendix 1 - Camp Refund Worked Examples

Example 1 - No refund offered because profit < 15%

Camp Budget (50 people for 3 day, 2 night camp)	£ 2,500.00	
	£	
10% wear and tear	<u>250.00</u>	
Gross Income collected from Attendees	<u>£ 2,750.00</u>	Per head: £ 55.00
	£	
Cash Remaining after Camp	500.00	
	£	
Net Camp Cost	£ 2,250.00	
	£	
10% for Equipment wear/tear	<u>225.00</u>	
Actual Camp Cost	<u>£ 2,475.00</u>	Per head: £ 49.50
	£	
Net Camp Profit (Gross Income - Actual Cost)	275.00	11% Refund per head: £ -

Example 2 - Refund offered because profit > 15%

Camp Budget (50 people for 3 day, 2 night camp)	£ 2,500.00	
	£	
10% wear and tear	<u>250.00</u>	
Gross Required Income collected from Attendees	<u>£ 2,750.00</u>	Per head: £ 55.00
	£	
Cash Remaining after Camp	600.00	
	£	
Net Camp Cost	£ 2,150.00	
	£	
10% for Equipment wear/tear	<u>215.00</u>	
Camp Budget (Budget)	<u>£ 2,365.00</u>	Per head: £ 47.30
	£	
Net Camp Profit (Income - Budget)	385.00	16%
	£	
	7.70	Refund per head: £ 7.00