



... **abatement 2010**

29 June 2009

To District Commissioners
CC Assistant Regional Commissioner (Development)

Once again this year we invite applications from Groups applying for abatement from the membership subscription. This is to ensure that Scottish Headquarters can plan to assist Groups with a constructive support strategy that will further develop needy Scout Groups.

It is intended that decisions on the level of abatement to be applied to abatement scheme applicants, will be made by the end of September by the Development Grants Committee. To facilitate this, applications should be completed by Group Scout Leaders / Scouters in Charge/Unit Leaders and returned to you by **21st August 2009**. These should then be forwarded to your **Assistant Regional Commissioner (Development)** by **28th August 2009**. Late applications will not be considered.

Enclosed for your attention are guidelines about the scheme along with an application form. Further application forms can be supplied on request and will also be available on the SHQ Website. Please consider carefully whether there are any eligible Groups in your District and, if you think there are, please discuss this with the GSL or Scouter in charge/Unit Leader with a view to submitting an application. Groups can download the forms and guidance notes from the Development section of the Scottish Scout website.

When returning the forms to you, and certainly before they reach the Assistant Regional Commissioner (Development), the following information should be supplied by each applicant: -

- Completed Application Form
- Latest Group/Unit Annual Certified Accounts
- Questionnaire

You should be aware that in 2004 Scottish Headquarters distributed information about the need to maintain effective financial records for Groups, Districts and Areas. Support material and proformas have been issued to assist Groups. These forms can be downloaded from the finance section of the Library on the SHQ Website.

As a major charity The Scout Association has a responsibility to demonstrate that all charitable monies are being accounted for in an appropriate manner. It is a requirement for every Scout Group/District to produce an annual statement of accounts and this applies as much to Groups/Units in receipt of abatement as to others.

All applications for abatement must be accompanied by the latest available set of accounts.

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The Scottish Council The Scout Association

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