

# Funding, support and training



## Funding from local councils



Some local councils may give Community Councils in their area office space, administration budgets and **administrative** support.

**Administrative** means things like setting up meetings, producing minutes and sending out letters or information.

## Grants – money for a specific purpose



**Expenditure** is money that is paid out.

When a Community Council is started it may get:

- a start-up grant to cover initial administrative expenditure
- an annual administrative grant - the costs in administering Community Council business



To get the grant the Community Council must send it audited annual accounts covering all income and expenditure of the Community Council for the previous financial year, minutes and current bank statements.



The administrative grant covers costs of things like:

- making and sending out minutes, agendas and annual reports
- stationery, photocopying and postage
- travel
- advertising, publicity and promotional activities
- consultation with the community



Community Councils may get money from other places.

They can use this money for things not covered by council grants.



If a Community Council applies to the local council for money, they will want to check Community Council accounts.

The accounts will show:

- all the money that comes into the Community Council and where it has come from
- all **expenditure** – money that has been spent

## Cash

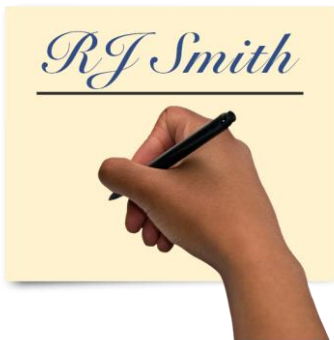


Each Community Council should have a paper or electronic record of all money coming in and all money spent.

The date, description, amount and receipt number should be recorded.

Community Councils should not keep large amounts of cash.

The Community Council should nominate 3 office bearers to be **signatories** to the Community Council bank accounts.



A **signatory** is someone who has to sign a document.

All cheques and money taken out need 2 of the 3 signatures.

Any changes to signatories should be approved by the Community Council.



When a Community Council uses online banking, it may not always be possible for two or three people to agree payments.

Agreement should be noted in the minutes of the meeting where it was discussed and agreed.



All money coming into the Community Council should be banked first, and not immediately used to pay for something.



Payment for expenditure should be made by cheque, bank transfer or by taking cash out from the bank.



When money has been put into the bank, the bank pay-in slip should be kept and checked against the bank statement.

If using online banking, a screenshot of the payment or an electronic copy of the statement should be kept as a record.

## Expenditure – money spent

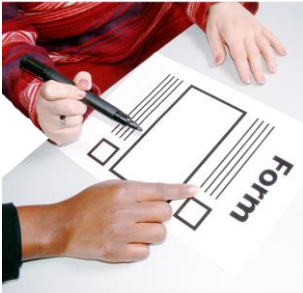


All expenditure must be approved and recorded in the minutes of a Community Council meeting before it is spent.

All expenditure must have a receipt or invoice that is given a number and filed in number order.



A **cash book** should be kept to keep a note of all receipts and payments of money.



If a receipt is not available, the person who has bought the item should fill out a form stating the nature of the expenditure.

The form should be authorised by a member of the Community Council committee.



A current account can be used for everyday banking.

A deposit or saving account can also be used so that money in the bank can get **interest** – a reward for saving.



The treasurer should check that the bank balance is the same as the balance recorded in the cash book.

All bank statements should be kept.

**Petty cash** is money kept by an organization for use when small items need to be bought.



All petty cash vouchers should be signed:

- by the person asking for the money
- by the treasurer or other authorised signatory - this must not be the person who is asking for the money



Each receipt should be kept and attached to the petty cash voucher that was given for the item.

Money for travel expenses should only be given:



- to people on Community Council business
- if you give a record of dates, times, where and why you were going and how you got there
- if you have a receipt



It is up to each Community Council if they want to give members money to cover the cost of telephone calls.

Any claims should include an itemised telephone statement highlighting the calls claimed.

## Annual Accounts



A statement of all accounts including all income and expenditure must be prepared at the end of the Community Councils' financial year.



It must be checked and agreed by a person who is not connected to the Community Council.

The accounts must be presented to the Community Council and a copy given to the local authority officer.

## Inventory



An **inventory** is a list of **assets** - things a Community Council owns.

The Community Council must keep an inventory and update it whenever an asset is added or taken away.

## Support from local councils that is not money



Some local councils may give Community Councils things for free like:

- meeting space
- space on the local council website
- access to local project funding
- community development staff employed by the local authority





# Training and development of Community Councils



Training is given by the local council, in person or online, to support Community Councillors to develop their skills and get new skills.



There is also training on the Scottish Community Councils website: <https://www.communitycouncils.scot/> which gives Community Councillors free access to Open University courses.



Basic training needs can include:

- roles and responsibilities
- policies and how work is done
- planning

Specific training needs can include:

- chairing meetings
- keeping financial records
- writing minutes



Training could be given by:

- Community Council Liaison Officers
- local council departments
- voluntary organisations like the Scottish Community Development Centre