



**Hereford and Worcester**

# **Shirejammin' @ Home 2020**



## Executive Committee – Signing Off Sheet

**Name:** \_\_\_\_\_ **Membership Number:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Group:** \_\_\_\_\_

- I am record on Compass as having the correct Executive Committee Role.
- I have completed Module 1E and it is recorded on Compass.
- If I have been a member of the Executive for over 4 years, I have refreshed my Safety and Safeguarding training and it is recorded on Compass
- I have read and understood the updated (Autumn 2019) Scout Association Guide for my role.
- I have checked that if my Group/District/County own any buildings where they stand with regards to insurance.
- As an Executive we have got up to date contact information for all members of the Executive.
- As Secretary, I have an up to date contact for all members of the Executive.
- I have read the current constitution for my Group/District/County.
- As Treasurer, I have ensured that all funds are paid into Group/District/County bank accounts.
- As Treasurer, I have reconciled all cash accounts in the last 3 months.
- We have checked that as a Group/District/County we have sufficient funds and income to stay solvent including your reserves.
- I know when the current Financial Year ends for my Group/District/County.
- I know who is producing the Annual Report and Annual Accounts for this year.
- I know how my Executive have agreed to sign off the Annual Report and Annual Accounts this year.
- If we are a registered charity, I have checked that the information that the Charity Commission hold on my charity is correct and up to date?
- We have considered and looked for young people to join the Executive ahead of the next AGM.  
I can confirm that they have completed the necessary work to complete the badge.

Name: \_\_\_\_\_ Date: \_\_\_\_\_