



## Managing Company Finances

### THE BOYS' BRIGADE OBJECT

The advancement  
of Christ's Kingdom  
among Boys, and  
the promotion of  
habits of  
Obedience,  
Reverence,  
Discipline, Self-  
Respect and all that  
tends towards a  
true Christian  
Manliness.

How you manage your Company finances will depend on what your church expects. Perhaps they want to run all the money through their treasurer and account or perhaps they are happy to let you organize it yourself. No matter which option, both the church and your company need to know what the financial situation of the Company is.

Most churches will be very supportive of the ministry and may provide a budget to cover some of the expenses of running a company, perhaps paying Officer fees or helping send boys to Leadership or subsidizing fees for struggling families.

### *What expenses might reasonably be anticipated?*

Whether your Company is large or small, certain expenses will be encountered. All costs can safely be considered under the following headings:

- Affiliation fees to BB Qld and, through the State, BB Aust. This covers salaries, admin costs, running a HQ, owning a campsite, insurance, marketing, etc. These fees are usually set annually and paid in quarterly instalments. A discount usually exists if the instalment is paid by the due date. Affiliation fees are levied against the leaders as well as Boys.
- Uniform purchases – Some Companies outlay money before being reimbursed so that Boys are not delayed getting into full uniform.
- Awards – badges, certificates, prizes, trophies and gifts.
- Programme materials include all those consumable items used in crafts, devotions, achievement classes, award classes, and so on
- Equipment and resource purchases are those items that will continue to be used in running your programme, e.g., balls, tents, compasses, bilycarts and first aid kits. It is best to maintain an equipment ledger so that all items can be accounted for.
- Administration – Roll books, sin-on sheets, notices, pens, marketing materials etc
- Training courses / professional development / leadership is essential, but expensive. Many Companies subsidise or pay in full for their Officers and Omegas.
- Camps and outings are usually user pay, but its good to consider subsidising costs for those boys whose families are struggling financially.

### INTERESTING INFO



# Information Sheet

# The Boys' Brigade Qld

#theboysbrigadeqld

How is your company to cover the cost?

A budget is the process of sourcing and matching income to anticipated costs over the year. Figure out what you expect in the form of expenses and follow up with your church what they may contribute towards your ministry budget.

- Membership fees or Subscriptions – Companies levy families to have their sons in BB. The fees vary from Company to Company, but ought to at least cover the State / Federal affiliation, awards and administration.
- Uniform provision – most Companies charge parents the cost set in the BB Qld Price List, i.e., no mark-up is made. Selling used uniform at, say, \$5 an item helps to offset postage, uniform items you may provide, eg armbands.
- User-pays activities are those events, such as camps, that are budgeted separately with the plan to at least break-even.
- Fund-raising - Check out the separate Info Sheet on fund-raising ideas. Involve the parents and provide direct credit from the proceeds to families that help in the fund-raising.
- Sponsorships and Grants –They provide community awareness and acceptance. Many companies are registered with the Fair Play program which covers membership fees to qualifying families. Other Companies take advantage of grants which allow them to buy equipment for outdoor activities. Make sure your church is aware of any proposed sponsorships or grants. They are, after all, the owners of the BB Company. Donations would also come under this classification.

## *The mechanics*

If your church has given you the responsibility of managing finances, set up as simple a process as possible.

- You are dealing with other people's money, so be transparent.
- Offer parents and church admin a copy of an annual financial statement.
- Open a bank account, preferably at the same brand and branch as your church, with at least 3 signatories, of which 2 two sign/approve payments.
- Every cent received is to be deposited into the account.
- If something needs to be purchased for cash, operate a petty cash system.
- Write and issue receipts for every amount received.
- Keep a sheet (Microsoft Excel does a great job) on fee payments so that you know who has paid what and what is still owing. Sample Excel spreadsheets are from the BBQLD office.
- Documents need to be stored for three years and then disposed of, unless your church wants them.
- Ask a parent or church member with bookkeeping skills to audit the 'books' each year.
- Ask a parent or church member to be your treasurer, to collect fees, deposit money, pay bills.
- If your church is going to manage your finances, you will still need to collect and receipt fees, submit invoices for payment and receipts for reimbursement. Keep your records to confirm they match with the church records.

Developing a Boys' Brigade that  
Partners with Churches, Supports Leaders, Engages Boys