



## Wimbledon and Wandle District Scout Council

# Group Asset Register

Group Name:

Group HQ Address:

Details of Landlord:  
(if applicable)

Sponsoring Authority:  
(if applicable)

### Insurance Policy Details

Policy Type	Insurance Company	Policy Number/Ref	Sum Assured (£)	Renew Date

Date Asset Register completed:

Approved by GSL (print name):

Date:

Signature:

Approved by Chairperson (print name):

Date:

Signature:

Next Review due by:

# Group Asset Register

## What's it all about?

You invest a lot of effort and money in providing quality scouting to your young people so it's important to know what assets your scout group has so that you can protect your investments and plan for the future.

- Who owns your land and/or premises?
- Do you know what equipment your group has and its value?
- How will you plan to replace anything that is lost, broken or life expired?
- Are your asset's properly insured?

Maintaining an up-to-date group asset register will help you to identify what you have, what condition it is in, what you may need and assist in planning and budgeting for the future.

Scout group assets come under 3 categories –

- People
- Money
- Equipment

## Completing your Group Asset Register

The following pages will take you through what needs to be done.

You need to make the asset register work for your group so involve as many of your members as possible.

The completed asset register needs to be approved by the group executive, signed off by the GSL and chairperson and reviewed at least annually.

A copy of all completed group asset registers, and subsequent reviews, must be sent to the district secretary.

# People Assets

No group can exist without people. These are a group's most valuable asset so make sure you support and retain your people as well as planning for future growth and succession.

Enter the number of people you have in each section at the date of completing your asset register.

Section	Young people			Warranted Leaders			Section Assistants		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Beavers									
Cubs									
Scouts									

GSL or Group Manager	
AGSL	

	Chairperson	Treasurer	Secretary	Executive Members
Group Executive				

Total number of all People Assets:

Review your people assets regularly not just at census time.

Have you got a group development plan for recruiting, retention and succession?

# Money Assets

The value of all your group monetary assets should be entered in the sections below.

Cash Funds	£
Bank current account	:
Bank deposit account	:
Building society account	:
Other accounts	:
	:
	:
<i>Sub total Cash Funds:</i>	:

Other Money Assets may, for example, include the value of any investments the group has, parent bonds, etc.

Other Money Assets (enter details below as required)	£
	:
	:
	:
	:
<i>Sub total Other Money Assets:</i>	:

Liabilities could include any loans, payments you owe, etc

Liabilities (enter details below as required)	£ (minus)
	:
	:
	:
<i>Sub total Liabilities:</i>	:

£

**Total of all Money Assets:**

(Sub total Cash Funds + Sub total Other Money Assets – Sub total Liabilities)

:
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## Equipment Assets

Recording the equipment assets of your group will help you to know what you have got, where it is, if it safe and usable, its value (both insurance and replacement).

You should enter a description, unique item reference information about the condition (e.g. how old, does it work, is it still needed, does it need replacing soon, etc), original cost (if known) and current value (both for replacement and insurance purposes).

For some items, say below an individual value of £200, it may be easier to group similar items together and enter a total amount, e.g. cooking utensils.

You need to record anything the group owns that is of value. This needs to include things like stock you have (badges, shop, etc), land and buildings, motor vehicles, adventurous activity equipment (e.g. kayaks, climbing gear, ariel runway, etc), Scouting equipment, camping equipment, furniture and so on.

If in doubt, include it on your register.

Examples:

Description:		Group Mini-bus, Registration Number: 123 ABC			
Item Ref:	001	Location:	Group HQ		
Current Condition:		Vehicle is 4 years old and has current MOT certificate (expires 01/02/08) Taxed until 01/02/08. Insurance valid until: 31/12/07 Service due: June 2007			
Original Cost:	£15,000	Current Value:	£10,000	Replacement / Insurance / Both	

Description:		Patrol Tents (x 6)			
Item Ref:	002	Location:	Group HQ Camping Store		
Current Condition:		At least 10 years old. Will need replacing in approx. 2 years time			
Original Cost:	£ Not known	Current Value:	£2,000	Replacement / Insurance / Both	

Now complete the following equipment asset pages for your group.

Copy and add as many equipment asset pages as you need.

## **Register of Equipment Assets**

Description:					
Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

Description:					
Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

Description:					
Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

Description:					
Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

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Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

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Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

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Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

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Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

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Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

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Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

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Item Ref:		Location:			
Current Condition:					
Original Cost:	£	Current Value:	£	Replacement / Insurance / Both	

**Summary of Equipment Assets**

You may find it helpful to make a summary of all the equipment assets your group owns. Include Item Ref, Description and Current Value.

Item Ref	Description	Current value (£)

# **Long Term Commitments**

Having a simple list of known (and maybe potential) commitments will help you plan and budget for the future. For example, you may know that your HQ roof will need replacing in 4 years time or you plan to buy a new mini-bus at sometime.

List all your long-term commitments here.

Description	Estimated cost (£)	When?