



### Annual Report Presentation (ARP) Document Checklist

- Audited financial statements
- Fundraising Certificates
- C2 – Notification of Office Bearers/C7 – Rover Office Bearers
- A2 Forms – New Committee Members
- A4 Forms – Resigning Committee Members
- YA2 Form – Application for Crew Leader (Rovers Only)
- Fire Safety Statement
- P10 – Scout Hall Inspection Checklist
- P8 – Group Asset Checklist
- P9 – Overnight Activities/Sleeping in Scout Halls
- Know It. Live It. Log It. Poster displayed in Hall.

Formation ARP Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Leader in Charge \_\_\_\_\_

Region Delegate \_\_\_\_\_





# A Guide to ARPs in Scouting

## What is an ARP?

An Annual Report Presentation (ARP) is an opportunity to:

- Thank the Leaders for their work over the past year.
- Celebrate the successes and review the learning of the Group and its Youth.
- Showcase the work that has been achieved by the Youth.
- Understand the financial strength of the Group.
- Promote the Group to others.
- Introduce the office bearers.
- Allow Group Members and Supporters to come together, share ideas and offer suggestions for the year ahead.

An ARP is as much about the year ahead as it is about the year past. To ensure a memorable and satisfying event, thought must go into its planning and preparing.

## Why do we need an ARP?

It is a requirement of the Charitable Fundraising Act that, at each level, the financials of the Scout Association will be audited and tabled at that level's ARP. Therefore, an ARP must be informative. We have a responsibility to the parents and Youth to explain where we have been and where we are going.

## Where and when do we hold an ARP?

Usually, an ARP is held at the Group hall, though this is not mandatory. It could, for example, form part of a wider activity like a family camp.

ARPs are usually held in March or April, and no later than 30 April.

## Who should attend?

While an ARP in Scouting is not usually open to the general public, a wide audience can and should be involved. Here are some suggestions:

- Parents or guardians
- Leaders
- Committee members
- Supporters (especially local dignitaries)
- Other Scouting representatives
- Youth
- A Member of your Region Team

## What must be covered?

Here is a sample Agenda:

- Welcome by the Group Chairman
- Apologies
- Minutes of the Previous ARP (for acceptance)
- Summaries of written reports from Group Chairman, Group Treasurer, Group Leader and Section Leaders
- Adoption of the Group Annual Report
- Introduction of office bearers

- Appointment of the auditor
- Presentation of awards
- Opportunity for invited guests to speak
- Guest speaker
- Close

Throughout the process, the Group Secretary must record minutes.

## Appointing office bearers

It is preferable that all office bearer positions have been appointed by the Group Leader and the A2 forms have been completed and confirmed prior to the ARP.

A minimum requirement is to have:

- Chairperson
- Deputy Chairperson (at least one)
- Group Secretary
- Group Treasurer

It is preferable that you also have:

- Trustees (ideally two - one uniform and one non-uniform)
- Public Relations Officer
- Hall Bookings Officer
- Group delegate to the Region Council

The role including functions of the Group Support Committee is set out in Scouts Australia [Policy & Rules R4.7](#)

Any office bearers who are stepping down will be transferred to Adult Helper unless an A4 form is submitted to resign them from the organisation.

## Paperwork

Ensure that the following are available and sent to your Region Office:

- Agenda
- Written reports
- Audited financial statements- AR1, AR2, AR3 [Cash Book\\*](#)
- Completed Fundraising Certificates to be returned
- [C2 - Notification of Office Bearers](#)
- [C7 \(Rovers Only\) – Notification of Rover Office Bearers](#)
- [A2 – New Committee Members joining organisation](#)
- [A4 – Committee Members stepping down and leaving organisation](#)
- [YA2 \(Rovers Only\) – Application for Crew Leader Appointment](#)
- Copy of fire safety certificate – Sourced from external certifier
- [P8 – Group Asset Checklist](#)
- [P9 – Overnight Activity/Sleeping in Scout Halls](#)
- [P10 - Scout Hall Inspection Checklist](#)
- Annual report - a compilation of all of the content

Ensure the Group retains copies of the annual report and audited financial records for 45 years.

\*Those Scout Groups using digital bookkeeping software are also required to complete the AR1, AR2 & AR3.

## Managing the Meeting

- Start and finish on time.
- Minimise the use of jargon.
- Make sure all documents are available.
- Introduce all speakers (including Leaders), as people may not know them.

## Tips for a successful ARP

Delegate to committee members and other leaders to assist in the organisation.

### Reports and Agendas

- Reports should include:
  - Overview of each Section (e.g. numbers).
  - Activities completed during the year.
  - Special achievements (remember to name Youth Members).
  - Goals for the year ahead.
  - Recognition of key people who have helped.

Consider not reading out reports word for word. Pick out the key items, share anecdotes and highlight the fun and satisfaction the year has delivered. People can read the reports at their leisure.

Consider having a break, but make sure you manage the process well. You do not want people leaving early.

## Conclusion

Things may not always go to plan. When District or Region people attend, it is OK to lean on them for help.

Review the ARP at the next Group Council and Group Committee Meeting. Ask yourself how it went, what you would change, and review any survey data you have.

Remember to reflect upon this a year later when you are planning your next ARP:

- Plan
- Do
- Review

Above all else – have fun.



**Scouts**  
NSW

## ARP Document Links

### Name and link to ARP Forms

|   |  |
|---|--|
| <a href="#">AR1, AR2, AR3</a> from Cash Book                    | 2020 financial year (1 January – 31 December) from Audited Financial Statements. |
| <a href="#">C2 Form</a>   | Notification of Office Bearers   |
| <a href="#">C7 Form</a> (Rovers Only)                           | Notification of Rover Office Bearers   |
| <a href="#">A2 Form</a>   | Use this when new Committee Members join the Organisation                        |
| <a href="#">A4 Form</a>   | Committee Members step down and leave the organisation                           |
| <a href="#">YA2 Form</a> (Rovers only)                          | Application for Crew Leader Appointment  |
| <a href="#">P8 – Group Asset Checklist</a>                      | Group Asset Checklist  |
| <a href="#">P9 – Overnight Activity/Sleeping in Scout Halls</a> | Overnight Activity/Sleeping in Scout Halls Region approval form                  |
| <a href="#">P10 – WHS Inspection Checklist</a>                  | WHS Inspection Checklist   |
| Fire Safety Statement   | Annual Fire Safety Statement - sourced from external provider                    |
| Fundraising Certificates  | Completed Fundraising Certificates to be returned                                |