

UNIT FINANCE OPERATIONS

1. Unit funds must be deposited in a checking account requiring 2 signatures on every check.
 - Family members must not approve payment or be second signature.
 - Unit leaders could be one of the signees (but it is recommended it be a committee person).
 - Financial institutions, including banks and savings banks, usually require an employer identification number on all accounts; therefore, units should use the number of their chartered organization or make application using IRS Form SS4, Application for Employer Identification Number. The tax-exempt status of units is consistent with the tax exempt status of the Chartered Organization.
2. Finance is the Unit Committee's responsibility. A Treasurer is assigned and the Committee Chairperson should receive the bank statement to reconcile. All money received by the Unit runs through the Unit's checking account. Additional information on duties of the treasurer can be found in the Pack Record Book (No. 3819) and the Troop Financial Record Book (No. 6508).
3. All Unit money-raising projects must be approved in advance by using BSA form Unit Money-Earning Application. (Form # 4427)
4. The Chartered Organization should audit the Unit finances annually and make this data available to the membership of the Chartered Organization (part of the Chartered Organization responsibility is to oversee the Unit's finances).
5. It is recommended that the Unit leader have a petty cash fund (the limit set by the Unit Committee).
6. It is recommended that Units have a Unit account at the local Scout Shop.
7. All Unit funds (including Den & Patrol) must pass through the bank account; this includes, but is not limited to dues, fundraising, sales, and gifts.
8. A copy of this policy will be part of the charter renewal kit.

UNIT FINANCE POLICIES

Unit money-earning projects must be approved by the Chartered Organization and the local Council finance office. Units complete the Unit Money Earning Application No. 4427.

Fundraising projects must be consistent with the principles of the Boy Scouts of America.

With approval of local Council finance office, youth members may wear the uniform when engaged in the popcorn fundraising project.

When authorized by the Council Executive Board, a local Council may sell a product (i.e. popcorn in the Middle Tennessee Council).

Sales prices of product must not exceed its value. Product or price must not capitalize on the Boy Scouts of America. Product must be sold on its own merit.

The National Council must authorize use of insignia, words, phrases, designation marks, pictorial representation, and descriptive remarks on commercial products.

Youth members may secure sponsors for activities in which youth members participate. These activities conducted by a local council with approval of its executive board, may result in financial support for the local council.

Youth members may not solicit money.

Raffles and activities of a gambling nature are not permitted.

Units or local councils may not endorse a commercial product.

Names of members and local council name are not to be used for commercial purposes.

All contracts of a commercial charter involving the National Council must be authorized by the National Executive Board.