

GUIDELINES FOR UNIT FUNDS AND BANK ACCOUNTS

Unit Money- Earning Applications	<p>Any Pack, Troop, Team, Crew, or Post conducting a fundraiser must submit a BSA Unit Money-Earning Application (#4427) to the Scout Service Center well in advance of the event. This will re-familiarize the unit Committee with BSA unit fundraising policies and allow volunteer District Committees to screen for disreputable companies or conflicting projects, to avoid United Way campaign times, and to approve the project. Approval is usually given at the District level but is always subject to review at the Council level. The Council product sale does not require an application. * Eagle Scout Projects fall under different guidelines. Refer to the Eagle Scout Service Project Workbook available through our website www.wdboyce.org.*</p>
Tax ID Numbers	<p>Under the Chartered Partner Concept, Chartering Organizations (churches, service clubs, community organizations) “own” the Pack, Troop, Crew, Team, and Post units that are affiliated with the Boy Scouts of America’s program. To establish an account with a local bank, individual units have two options for obtaining a tax ID number. Units can either use the ID number of their charter organization or they can apply directly to the IRS for their own tax ID number. Often the IRS will provide the unit with a tax ID number over the telephone. Units are not permitted to use W. D. Boyce Council’s Federal Tax ID number because ID number transactions are reportable to the IRS and this number was assigned only for activities of the W. D. Boyce Council, Boy Scouts of America, Inc. Units may use the BSA National Sales Tax exempt number of E9982-8707-06.</p>
Reconciling Accounts	<p><u>The unit Committee is responsible for unit finances.</u> A treasurer is recruited to administer the account, and ideally the Committee Chair should receive the bank statement to reconcile. All unit funds should pass through the bank account including, but not limited to, dues, fundraising dollars, popcorn sales income, camping fees, and gifts. An exception might be registration fees which are collected as part of an organized School Night program. In this case, fees collected can be transmitted directly to the Scout Service Center. Funds not needed for registration at that time should be deposited in the Unit Account at the Scout Service Center and reserved for recharter fees.</p>
Checking Accounts	<p><u>Unit funds should be deposited in a checking account that requires two signatures on every check.</u> Same-family members must not approve payment or be the second signatory. The unit leader could be one of the signers, but it is recommended that it be a Committee person. Unit leaders might have a petty cash fund (with a limit set by the unit Committee) which is accounted for with receipts each month. <u>The chartered organization should audit the unit finances annually and make this data available to the membership of the chartered organization.</u></p>
Unit Equipment	<p>The Chartered organization “owns” the unit and all property and funds used by the unit remain the responsibility of the organization as long as the BSA charter remains in place. <u>A unit is usually an unincorporated association, not a legal entity that can bear title to property.</u> Gifts to a unit are almost never tax deductible. An annual inventory of a unit’s equipment should be given to the chartered partner. Insuring the unit’s equipment is recommended.</p> <p>If a unit is dissolved or the charter lapses or is revoked and all efforts to reorganize have been exhausted, the chartered partner shall apply unit funds and property to the payment of unit obligations and then give the surplus to the Council or another youth-serving program, Scout unit, or agency.</p>
Unit Accounts at the Service Center	<p>All units can maintain an account at the Scout Service Center for the purchase of patches, pins, books, etc., at the Scout Shop or for registration, rechartering, Boys’ Life subscriptions or camping fees. A print out of the account activity will be sent quarterly from the Scout Service Center. Only a current account balance may be given over the phone.</p> <p>Unit accounts are provided as an optional, complimentary, limited service. The funds do not earn interest and the bookkeeping system and software will not allow a negative balance. For adequate funds to be available, an account balance of at least \$2 per youth member is recommended.</p>