

## Troop 9692 Financial Policies and Procedures

<b>Scope:</b>	<ul style="list-style-type: none"> <li>● To establish written guidance for Scout families, the Committee and Treasurer on Troop finances</li> <li>● Provide transparency to Scouts and families</li> <li>● Provide guidance to volunteers taking on the role of Treasurer</li> </ul>
<b>Treasurer Responsibilities:</b>	<p><b>The Troop Treasurer has the following responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Maintenance of financial records and bank accounts</li> <li>● Balancing of ledgers</li> <li>● Receipt and distribution of funds</li> <li>● Presentation of Troop fiscal report at monthly Committee meetings <ul style="list-style-type: none"> <li>○ Sent to committee chair prior to meeting for review</li> </ul> </li> <li>● Preparation and presentation of annual budget for Troop annual planning meeting</li> <li>● Identification and management of risk, present all potential financial risk to Committee for review</li> <li>● Record retention and access for Committee and Chartered Organization</li> </ul>
<b>Fundraising:</b>	<p>All Scouts are expected to participate in fundraising activities for the Troop. Funds support the activities and programming of the Troop as a unit and continued participation in Troop activities by individual Scouts. Troop 9692 activities, equipment, and overhead are paid for with funds raised directly by Scouts of the Troop. Primary fundraising activities include popcorn and wreath sales.</p> <p>Funds are assets of the Chartered Organization, not the individual Scout.</p>
<b>Fund Allocation:</b>	<p>The Troop 9692 allocation of net profits from individual Scout fundraising is:</p> <ul style="list-style-type: none"> <li>● 80% Troop Account</li> <li>● 20% Individual Scout Account</li> </ul> <p>Fund allocation is subject to change under the direction of the Chartered Organization and/or BSA. The Committee will approve and communicate changes to fundraising allocation to Scout families.</p>
<b>Troop Account:</b>	<p>The Troop Account will be used to support and manage the operations, overhead, and activities of the Troop. Troop funds can be used for the following purposes (but not limited to):</p> <ul style="list-style-type: none"> <li>● New Scout Onboarding</li> <li>● Scout Advancement (rank, blue cards, etc.)</li> </ul>

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	<ul style="list-style-type: none"> <li>● Allocation of funds for Eagle projects to all Scouts who achieve the rank of Life</li> <li>● Equipment and fees, i.e., trailer maintenance, tabs, tents, stoves, cooking equipment, totes, etc.</li> <li>● Fees and supplies associated with fundraising</li> <li>● Ceremonies</li> <li>● Subsidizing of camps, outings, and events</li> <li>● Subsidizing of Scout BSA annual memberships</li> </ul>
<p><b>Individual Scout Accounts:</b></p>	<p>Individual Scout Accounts are used for the sole purpose of individual Scout participation in Troop activities. The following items are approved for Individual Scout Account reimbursement:</p> <ul style="list-style-type: none"> <li>● Uniform replacement and repair</li> <li>● BSA-branded apparel used for Troop activities</li> <li>● Hiking boots used for Troop activities</li> <li>● Backpacks used for Troop activities</li> <li>● Water bottles, mess kits, pocket knives, camping supplies, etc. used for Troop activities</li> <li>● Camping and activity fees that have not subsidized by funds from the Troop Account</li> <li>● Annual membership fees not subsidized by funds from the Troop Account</li> </ul> <p>Durable equipment that can be used by other Scouts will be purchased from the Troop Account.</p>
<p><b>Private Benefit:</b></p>	<p>Funds raised by Scouts are raised while representing the BSA and the Chartered Organization. These funds are used for Scouting-related activities only and cannot provide a private benefit to individual Scouts.</p> <p>Items submitted for reimbursement that are not included on the above list, must be approved by the Troop Committee or the Chartered Organization.</p>
<p><b>Disbursement of Individual Scout Account Funds After Separation from the Troop:</b></p>	<p><b>Transfer to another Troop:</b></p> <p>After the Scout family notifies the Troop Committee of their intent to transfer to another troop, funds left in the Scout's individual Scout Account will be transferred directly to the new Troop. Funds will not be provided to the Scout or family directly.</p> <p><b>Transfer out of Troop:</b></p> <p>When a family decides to leave BSA, funds in the Individual Scout Account will be put on hold for up to 6 months, or the next registration date (whichever happens first), and will be restored if the Scout decides to rejoin. Once this time period elapses, funds in the Individual Scout Account will be transferred to the Troop Account.</p>