

Troop 935
Financial Guidelines
Approved: September 2nd 2008

Scouts will not be denied the opportunity to participate in any scout activities due to personal financial constraints. Any special needs or situations should be discussed with the Scoutmaster or the Committee Chairman.

The following financial guidelines are intended to provide a general basis of the administration of the primary financial activities of Troop 935 and to outline the financial responsibilities of the members of the troop. Any changes to these guidelines must be approved by the committee.

Common Fund:

Troop 935 will maintain a common fund separate of individual scout accounts. The fund's purpose is to cover expenses related to services or equipment that is for the advancement of scouting in Troop 935.

- All funds to be dispersed will be pre-approved at regular committee meetings. Committee meetings must have a minimum of three registered committee members in attendance. Committee meetings can be called at the discretion of the Committee Chair or Scout Master for emergency expenditures.
- A budget for the Common Fund will be submitted at the October committee meeting. Troop 935 dues for January of the next year will be recommended at the October meeting and approved at the November meeting.
- The fund will be tracked by the Finance chairman and reported on at monthly committee meetings.
- This common fund will be replenished through the following fund raising programs:
 1. Troop Dues (further definition under Annual Charter Fee)
 2. Giant Eagle bonus program ran by the Troop Fund Raising Chairman
 3. Gifts by the sponsor organization or local community members
 4. Any funding raising program approved by the committee along with allocation instructions

Individual Scout Accounts:

Individual scout accounts are maintained for each adult and scout of the Troop. Balances in accounts can be used to pay any scouting related expenses (i.e. charter fees, event fees, uniform, or merit badge materials)

- Statements will be provided monthly and upon request.
- The fund will be tracked by the Finance chairman and reported on at monthly committee meetings.

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Financial Guidelines
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- It is the responsibility of the scout to maintain a positive balance in order to use the account.
- This individual fund will be replenished through the following fund raising programs:
 1. Annual popcorn sales earnings
 2. Scout or parent deposits
 3. Any funding raising program approved by the committee along with allocation instructions
- When a scout ages out of the program the balance of the account will be transferred to the common fund and the committee will be notified by the Financial Chair.
- If a scout under the age of 18 transfers to another active scouting organization and has a positive balance, that balance will be transferred to another registered scouting organization. This will be done when parents provide written notification to the Scout Master or Committee Chairman. At that time funds will be disbursed by the Finance Chair and reported to the committee.
 - If no written communication is received before the next annual re-chartering session and the boy does not re-charter with Troop 935, the Finance chair will transfer any positive balance to the common fund and report to the committee.

Annual Charter Fee:

An annual charter fee per registered scout and adult member of the Troop, and Boys Life Subscription fee, and insurance are charged by Buckeye Council each year. Annual re-chartering will occur in January

- Scout fees will be charged to their scout account
- Adult fees will be paid during adult re-registration

Troop 935 Dues:

In addition, Troop 935 dues will be collected during the re-chartering. Dues are paid by registered scouts of Troop 935.

- Troop dues will run from February to February. Boys joining during the year will be charged a prorated fee per month when the scout is registered with the troop.
- Troop dues can be charged to their scout account
- Troop dues are non-refundable

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Event Fees:

Fees are charged for most Troop events. The fees are determined by the Scoutmaster or the adult designated by the committee to plan the event.

- Fees can be charged to the individual scout account if indicated on their permission slip
- If a scout or adult cancels after the collection deadline, the individual may still be responsible for the event fee if it has been pre-paid by the troop.
- Fees will not be prorated for partial attendance
- Event fees must be paid at the time of the event or from the scout account. However, if the account has a negative balance, or is otherwise in bad standing, the event fee may be required to be paid up front in order to attend the event.

Expense Reimbursement

- Reasonable and expected event expenses incurred by an adult or scout, on behalf of the troop, may be submitted to the unit treasurer for reimbursement. It is expected that expenses will be covered by the event fee.
- Committee pre-approved unit expenses will be reimbursed to the adult or scout incurring those expenses.