



Unit Finances Fact Sheet

It is important to remember that the unit belongs to the Charter Partner, not Scouting America. In any question of tax liability, the unit assumes the same tax status as the Charter Partner. A unit uses the tax number used by the Charter Partner or applies for its own. The latter is not recommended since there is an expensive application fee. The charter organization should audit the unit finances annually and make this data available to the membership of the charter organization.

The unit committee is responsible for finances. A treasurer is assigned, and the committee chairperson should receive the bank statement to reconcile. All unit funds should pass through the bank account; this includes fees which are collected as part of an organized School Night program. In this case, fees are collected by District/Council representatives and are transmitted to the Council Service Center. Those not needed for registration at that time are deposited in the Unit Account.

Unit funds should be deposited in a checking account that requires two signatures on every check. Family members must not approve payment or be the second signature. The unit leader could be one of the signees (but it is recommended it be a committee person). It could be that the unit leaders have a petty cash fund (the limit set by the unit committee), which is accounted for with receipts each month. All unit money-earning projects must be approved in advance by using Scouting America's Unit Money-Earning Application. This is usually done at the district level but is always subject to review at the council level.

It is important that units have a Unit Account at the Council Service Center. This aids in the purchase of needed supplies and advancement from the Scout Shop and can be used to pay camp fees, district activity fees or registration and Scout Life fees. The unit may open the account with a deposit of \$25.00 and must always maintain a positive balance. No charges will be permitted if the account is negative or will be when the charge is applied. Statements are available on request.

It is suggested that you insure your equipment. A unit is usually an unincorporated association, not a legal entity that can bear title to property. 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 charter issued by Scouting America remains in place. It is recommended that an inventory of a unit's equipment be given to the charter partner annually.

In the event of the dissolution of a unit or the revocation of lapse of its charter, the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the Council. In the case of a chartered organization, any funds or equipment which may have been secured as property of the unit shall be held in trust by the chartered organization or the Council, as may be agreed upon, pending reorganization of the unit or for the promotion of the program of Scouting America.