

## Doing Business with Troop 29 (on web site)



### 1. Troop Funding

- Dues cover registration & insurance with Council, Boys Life Magazine, and awards that your Scout will earn. *Resignations for the coming year must be received before Dec 1<sup>st</sup> and are not refundable once paid to Delmarva Council.*
- Camping activity fees are designed to cover costs (break-even).
- Fundraising enables equipment purchases and lowers the cost of activities.

### 2. Activity sheets & account charges must be signed by an adult (18 or older).

- **Activity sheet financially commits the Scout for the full cost of trip including additional amounts that will be billed per the dates on the activity sheet.**
- **Refunds are approved by the tour leader.** Any amounts that have not been spent may be refunded until the Monday Troop meeting the week of the trip. Summer Camp and High Adventure are not cancelable/refundable unless a substitution can be made.
- **At check-in, the activity fee must have been paid and the Scout Account must be current (no other charges greater than 7 days from billing).**

### 3. Methods of Payment

- **Preferred Method: by Check with Activity Sheet –to BSA Troop 29**
- Some Scout families keep a credit balance in their Scout Accounts
- Families may charge Activity Fees to their Scout Account - *but should settle/pay that outstanding balance at the next weekly Troop meeting.*
- **Any invoice (charge) is “past due” after 7 DAYS.**

### 4. Each Scout and Adult Leader has a **QuickBooks Scout Account**

- *Invoices & Statements will be delivered via email.*
- **Terms are “Due in full in 7 days”. Any “balance due” (positive amount) is due at the next Troop meeting.** A negative “balance due” represents a credit balance with nothing due. **Balances due must be paid w/in 30 days of billing, and will affect participation in activities.**
- An “**invoice**” is a bill to be paid *next meeting* (unless it reflects a credit balance). A “**sales receipt**” is payment for an activity; is informational and does not affect account balance
- A “**statement**” summarizes recent activity & *should be considered a bill if there is a positive balance due.* **Please review statements and discuss any questions immediately.**

### 5. Scout fundraising earnings will be credited to the Scout Account and can be used for any activity.

- **Scouts are encouraged to save earnings for High Adventure camping**
- Fundraising earnings are owned by the Troop & may not be withdrawn.

### 6. Spending Control:

- Tour Leader authorizes spending for outdoor activities. Grub and other expenses are generally incurred by scouts/adults and reimbursed afterward.
- Fundraiser Chair controls fundraising expenditures.
- Equipment purchases authorized by approval of Committee Chair.

### 7. Reimbursements should be requested as incurred **at next Troop meeting**

- Reimbursements can be credited to your Scout Account
- All reimbursements due in 30 days; will not be reimbursed after 90 days.
- **Submit reimbursements in full** – do not “net out” personal activity fees.

### 8. All checks require two signatures – All money handling should be counted by two people, sealed and initialed, prior to submitting to Treasurer. Fundraising should be submitted & deposited weekly.

### 9. Chartering Organization: T29 is a part of Red Clay Creek Presbyterian Church, a 503(1)(b) charity with the Tax ID 51-0098188. Gifts should be tax deductible. Consider applying for corporate gift matching and volunteer grants.

### 10. Email questions to [finance@bsa-troop29.org](mailto:finance@bsa-troop29.org) - Jim Mariner, Finance Committee Chair; Bob Foreman, Treasurer