

Doing Business with Troop 29



1. Troop Funding

- Dues cover registration & insurance with Council, Boys Life Magazine, and Awards that your Scout will earn.
- Camping event activity fees are designed to just cover costs (break-even).
- Fundraising enables equipment purchases and scout savings for outdoor 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.**
- **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. Non-refundable amounts *may* be indicated on the activity sheet.

3. Methods of Payment

- **Preferred Method: Activity Fees are due with Activity Sheet – by Check payable to BSA Troop 29**
- Some Scout families keep a credit balance in their Scout Accounts
- Families may occasionally, as a convenience, charge Activity Fees to their Scout Account - but should settle/pay that outstanding balance at the next weekly Troop meeting
- some Scout families pay from their fundraising earnings

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

- **Invoices & Statements will be delivered via email.**
- **Any “balance due” is due at the next Troop meeting.**
- An “invoice” is a bill to be paid (unless it reflects a credit balance)
- A “statement” summarizes recent activity & should be considered a bill if there is a balance due
- A “sales receipt” reflects payment for an activity; is informational and does not affect account balance
- **Please review statements and discuss any questions immediately** (see #9)
- Balances due must be resolved with 30 days of billing

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- Fundraising earnings are owned by the Troop & may not be withdrawn.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 authorizes fundraising expenditures.
- Equipment purchases authorized by approval of Committee Chair.

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

- All reimbursements due in 30 days; will not be reimbursed after 90 days.
- **Submit reimbursements in full** – do not “net out” personal activity fees from reimbursement - do not “net out” fundraising expenses from proceeds.

8. **Cash should be counted, sealed and initialed, prior to submitting to Treasurer.**

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 - Jim Mariner - Finance Committee Chair, Bob Foreman – Treasurer