

BSA TROOP 850 FINANCIAL OVERVIEW

Revised/Approved Nov. 2011

***Membership Dues - Full Year:**

Membership dues statements are mailed in August for the scouting year which runs from September 1 through June 30. Payment is expected by September 15th. There is a 15-day grace period to October 1st. If the dues are not received by October 1st, then the scout will be put on "inactive status". This means the scout will not be able to attend scouting events, including meetings and outings, until the dues are paid. Scouts who's family needs an extended deadline due to financial concerns will be accommodated with a payment plan per the treasurer's approval.

Any questions regarding dues (payment, balance etc) should be directed to either of the Troop's co-treasurers.

***Membership Dues - Partial Year:**

Partial year dues are charged for scouts joining mid-year. Dues are prorated at \$10 per month based on when the scout joins (i.e., a scout join in Nov. and is charged for 8 months, \$80). Partial year dues for Webelos joining in March will be \$50. Anyone joining after February 28th will be eligible for Partial Year Dues rates. Payment should accompany the Boy Scouts of America Youth Application for membership. Full payment is expected prior to beginning any meetings or activities with the Troop.

Any questions regarding dues (payment, balance etc) should be directed to either of the Troop's co-treasurers.

***Equipment Fee (\$50):**

Upon joining the Troop, a one-time, non-refundable equipment fee of \$50 will be included in the membership dues statement. This \$50 fee is used for the acquisition/repair of Troop camping gear and replacing equipment when needed.

Annual Dues Charged:

Dues are used to pay for scout and adult member registration, advancement supplies, office supplies, scoutmaster and scout training and other administrative items. Annual dues are subject to change based on the anticipated expenses for each scouting year, as outlined in the annual troop budget. The annual troop budget is reviewed and approved each year by the Troop Committee. There is usually a small discount given when there are multiple scouts from one family.

*** Troop 850's policy is that no scout will be denied membership into the Troop if application for financial assistance is made to the Troop Chair or Treasurer. This is handled in the most discrete manner.**

SCOUT ACCOUNTS

Personal Debit Account (PDA)

Each scout will have a Personal Debit Account (PDA) which is maintained by the treasurer.

- Monies generated from Troop-organized optional fundraising activities (such as commissions on popcorn sales) are deposited into the PDA.
- Monies left over from trips will be deposited to the PDA (see Trip Costs, below)

- PDA funds may be used towards any expenses (trip expenses, Membership Dues, etc) incurred by the scout and his parent(s) or guardian(s). Authorization for the use of his PDA funds should be e-mailed to the co-Treasurers for bookkeeping purposes.
- Unused funds as of August 31st will be carried over to the next fiscal year of the Troop.
- When a scout is no longer in the troop, any unused PDA monies can be transferred to a sibling, fellow scout, or the scout family will be reimbursed.

TRIP COSTS

Billing for Trips/Outing:

- Troop 850 has a "pay-as-you-go" policy for trips and outings. Trip/outing costs vary depending on the activities, distance, and facilities for each outing. Trip costs (or the best estimate available) are always noted on the permission slip and payment is made when turning in the scout's permission slip. Please note that while we make a best faith effort to estimate the costs correctly, there may be instances where a final accounting of the costs will require an adjusted billing. *Trips are "closed out" after 60 days to assess actual cost per participant versus fee charged. If the close out of a trip indicates an overage or underage of \$10 or more, the participant will either be reimbursed to his PDA or additional funds will be collected.*
- Payment by check (made out to Troop 850) MUST be mailed along with the permission slip, by the due date, if the scout is to attend. The scout may not attend unless payment and the permission slip are BOTH received by the due date. Of course, unusual financial circumstances can be discussed with either the Treasurer or Troop Committee Chair in advance.
- If a scout decides not to attend an event after submitting a signed permission slip, he MUST contact the Trip Leader immediately. If a replacement scout is found, the original scout will receive a refund. However, if there is no replacement scout and there were reservation fees, the scout will not be reimbursed.
- In the case of illness, if no costs were incurred by the troop, the scout will receive a refund. If there were expenses involved or reservation fees incurred by the troop, then there will be no refund.

Reimbursement for Expenses:

- All trip expense receipts for regular outings must be submitted to the co-Treasurer within two weeks of the conclusion of the event (see Troop 850's website for a copy of the check request form). This includes Summer Camp, High Adventure and Troop activities. A check request form must be completed with the appropriate receipts attached for all reimbursement requests and sent to the treasurer. Any expenses submitted after the allowable time will not be reimbursed.
- It is preferred that we reimburse trip expenses via check (after submitting receipts and check request form). However, if a parent/guardian specifically requests not to be reimbursed for a Troop activity expense (e.g. the purchase of food or supplies for the Troop use on a trip), this amount may be credited to the scout's PDA. Reimbursement or PDA credits will be processed provided supporting documentation/receipts are submitted in a timely manner as described above. This allows the Troop Committee to monitor the true cost of an activity.

Please contact Mike Morack (michael_morack@merck.com), Treasurer, with any questions.