CROSSROADS OF AMERCIA COUNCIL **BOY SCOUTS OF AMERICA**

TO: Council Staff

FROM: Kevin McPherson

DATE: January 2012

RE: Unit Depository Accounts

The council has established a unit account for all chartered units. The accounts are maintained in the council's accounting records and will have balances reflecting all overpayments of registration and insurance fees and any other amounts left on deposit with the council at the unit's request. Those individuals designated in writing by the committee chair can spend the balances in these accounts. The council registrar will also be able to use balances in these accounts to pay for registration when insufficient funds are provided at the time of registration. The registrar will advise unit leaders by note when funds are withdrawn from a unit account for registration.

Units can access the account at any one of the five council service centers but not at council camps. Units can use these accounts after one of the Scout Service Center Scout Shop Managers have received the names of the people who have authority to spend the units funds. Forms requesting updated authorized signers were mailed to all unit leaders in early January along with copies of their unit's year-end account balances. The forms should contain the names and signatures of those authorized to use the unit's funds and should be signed and dated by the committee chair.

There are four options for using the funds in these accounts once a balance is established. The unit can:

- Pay camp and activity fees
- Purchase items in the Scout Shop
- Pay for registration when the funds presented are insufficient to cover the registration balance due
- Request that a check be issued to the unit for balances on deposit with the council

The accounts are such that a unit cannot go into the red when making purchases or paying registration fees. Leaders can obtain the unit account balance by contacting the Scout Shop manager.

Unit Account Authorization

Pack # _____ Troop # _____ Crew # _____ Team # _____ Post # _____

District Name _____

Authorized Unit Account Users

PRINTED NAME	SIGNATURE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

YOU MAY HAVE MORE THAN FOUR NAMES, AT LEAST 2 PEOPLE ARE RECOMMENDED

APPROVED BY COMMITTEE CHAIR

NAME _____ **H PHONE** _____

ADDRESS _____ **W PHONE** _____

CITY/STATE/ZIP _____ **EMAIL** _____

BIRTHDATE _____ **SIGNAUTRE**_____

DATE _____

Please update whenever necessary. Chartering does not change information on unit account. Unit needs to update at least once a year. Unit account may be used for registration, camp fees, or purchasing items in the Scout Shop. Deposits may be made in Scout Shop or registration area. This account is NOT a charge account, but works like a debit account. ALL UNITS HAVE AN ACCOUNT AUTOMATICALLY SET UP. Signatures need to be o account whether you choose to use or not.

THIS FORM REPLACES ALL PRIOR FORMS. NO NAMES WILL BE KEPT FROM PRIOR FORMS.

Form updated January 2012