

CROSSROADS OF AMERCIA COUNCIL

BOY SCOUTS OF AMERICA

TO: Council Staff

FROM: Kevin McPherson

DATE: January 2014

RE: Unit Depository Accounts

The council has established a unit depository account (UDA) for all chartered units. The UDAs 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 The registrar will advise unit leaders by note when funds are withdrawn from a unit account for registration.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 their UDA at any one of the five council service centers (but not at council camps), after one of the Scout Service Center Scout Shop Managers have received the names of the people who have authority to spend units funds and a balance has been established. Forms requesting updated authorized signers were mailed to all unit leaders in early January along with copies of their unit's UDA 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. An additional copy is attached.

There are five options for using UDA funds 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.
- Utilize these funds to pay for online registrations via the 247scouting website.
- Request that a check be issued to the unit for balances on deposit with the council

UDAs are such that a unit cannot go into the red when making purchases or paying registration fees. Leaders may obtain the UDA balance by contacting one of the Scout Shops.

*Includes use of online registrations. In order to use UDAs for council-sponsored online registrations, a unit PIN number must first be established by contacting the Indianapolis Scout Shop. Units are responsible for maintaining the security of PIN numbers and should only share this information with appropriate individuals. The council does not verify names of individuals with access to PIN numbers.

Unit Depository 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 _____ SIGNATURE _____

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 on 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 2014