

Troop 948 Finance Policies – (approved by the committee 2/16/2006)

1. All signers on the troop checking account must be approved by the troop committee.
2. No one may write or sign a check addressed to himself/herself or to a family member.
3. Receipts are required on all purchases and must be turned in to the treasurer.
4. Requests for re-imbusement must be submitted on the troop check request form with receipts attached.
5. Cash collected must never be deposited into an individual's personal checking account. It must be passed directly to the treasurer as cash.
6. Money collected from parents or scouts should be turned in directly to the treasurer whenever possible and a receipt provided to the person turning in the money for all payments. In the event that the treasurer is unavailable, money can be turned in to a secondary person approved by the committee. When the money is collected by a secondary person, that person must call the treasurer within 24 hours to communicate the amount collected, who it was collected from, the purpose for the payment; and arrangements must be made to get the money to the treasurer.
7. A receipt for any money collected should always be given to the person turning the money in.
8. All deposits should be made by the treasurer, or in the event that the treasurer is unavailable, a secondary person will make the deposit.
9. Whenever a troop event requires money to be collected from scouts, deposited in the troop checking account and a single check written to pay for the event, the money should be collected in advance from the scouts' parents. Exceptions can be made by the treasurer or a secondary person only with a verbal commitment from a parent to pay. If a scout has committed to participating and paying for an activity and fails to attend, his parents are still responsible for the cost if the troop is unable to obtain a refund.

Treasurer's Duties

1. All checks and deposits must be clearly detailed so that it can be easily determined at a later date what the money was for, which scout it applies to etc.
2. The treasurer will maintain a budget that identifies projected income and projected expenses for the year. The committee will approve the budget at the beginning of each school year.
3. At any time the committee chair or another person approved by the committee may review the check book records for any errors.
4. Someone who does not have check writing privileges and is approved by the committee will review the check book once each year and prior to a new treasurer taking over.
5. The treasurer must reconcile the checkbook monthly.
6. The treasurer or a secondary person will present an up to date summary of the troop finances, funds available, etc. at each monthly committee meeting.