



Pack 811 Leader Guide

Treasurer

Summary:

The Treasurer has the responsibility to receive, maintain, disburse, and report on all funds of the pack in a fiscally responsible manner in accordance with the direction of the pack committee. In addition, the Treasurer is responsible to create and maintain an approved budget, and advise the committee on best fiscal practices.

Training Required:

- Youth Protection Training
- Pack Committee Fast Start
- This is Scouting Course
- Leader Position Specific – Pack Committee
- First Aid/CPR (Recommended)

Principle Responsibilities:

- Maintain close banking relationships.
 - Our bank accounts have been with Wells Fargo for over 10 years, and we have stayed with Wells Fargo no matter who has been treasurer. This gives us an established record of financial stability. There is no "Petty Cash" account that we maintain. All funds are managed through these accounts.
 - The pack has a PayPal account used to collect funds via our website. Money is transferred from this account into our Wells Fargo accounts.
 - The pack has an electronic fund account with the Orange County BSA Council. This is NOT used for purchases but is available for use for dues and re-charter fees that the Council charges to us. Historically, we have had problems with reconciling this account with the Council, so it is best not to use this on a regular basis.
- Balance all accounts every month.
 - With the receipt of each bank statement, reconcile the statement in the Quicken program. Print a Quicken Reconciliation Report and attach to each statement. Make Statement and Reconciliation Report available to the Committee Chair and Cubmaster at the monthly Leader Meeting. File the statements and cancelled checks in date order.
- Pay expenses and record the expense in the proper account.
 - General expenses are documented on an Expense Report with the appropriate receipts or invoices attached. The Expense Report should indicate the payee, the check amount, a description of the expense, the check number, the check release date and the initials of the approving Treasurer. All non-budgeted expenses, budgeted expenses over \$300, or any check made payable to the treasurer and signed by the treasurer require approval from the Committee Chair or designee prior to payment. For those budgeted expenses under \$300, the

Treasurer's approval is sufficient. Expense Reports are kept in check number order in a filing system or a 3-ring binder.

- Each expense is documented in the Quicken program and is categorized according to expense category (which is the expense type - e.g., registration, awards) and by class (which is the event or activity type - e.g., den 1, religious awards). Categories may be split into sub categories as well. Using the Quicken program, a single check which includes multiple expenses can be "split" into more than one expense category. When writing the check, the duplicate copy is completed and maintained as a secondary record.
- Deposit income into appropriate account
 - General income comes in the form of checks or cash payments. All income is deposited into the checking account, and the deposits are documented in the Quicken program. The entry is categorized according to income category (which is the income type - e.g., registration, fundraising) and by class. Using the Quicken program, a single deposit which includes multiple checks/cash can be "split" into more than one income category. A copy of the deposit slip is kept in date order in a filing system or 3-ring binder. Deposits may be made at any Wells Fargo branch.
 - PayPal income is transferred into our checking account directly from PayPal. This is income for payments received from our website. Documentation from the event coordinator or leader must identify the purpose of this income.
 - The Treasurer must receive from the event chairperson a form designed to track the income, purpose, from whom, and date received. (This includes payments from the Treasurer for his/her son's activities.) All income to the Treasurer, whether for re-chartering, t-shirts, or other debts, must be accompanied by the income form which will be maintained by the Treasurer. [Note: The event chairperson, not the Treasurer, is responsible for tracking the payments/income for the event.]
- Maintain records and financial reports.
 - Types of Records Maintained and Record Retention
 - Bank Statements with Reconciliation and period Expense/Income reports attached (Forever)
 - Ledgers (Forever)
 - Annual Income and Expense Summary (Forever)
 - Annual Balance Sheet (Forever)
 - Monthly Income and Expense (36 months)
 - Monthly Balance Sheet (36 Months)
 - Income Report
 - Income reports are generated using the Quicken accounting software monthly for the Committee members and annually for the yearly Committee planning meeting. Income is recorded using predetermined categories and classes at the time the deposit is prepared. Current period income compared to the last year's same period, and compared to budgeted income should be shown if available. Maintain copies of all income reports in chronological order.
 - The income categories presently being used are:
 - Registration Fees
 - Donations
 - Popcorn
 - Scout-O-Rama
 - Other Fundraisers
 - Pack Apparel Sales

- Interest Income
- Expense Report
 - Expense reports are generated using the Quicken accounting software quarterly for the Committee members and annually for the yearly Committee planning meeting. Current period expenses compared to the last year's same period, and compared to budgeted expense should be shown if available. Expenses are recorded using predetermined categories and classes at the time the expense is paid. All general expenses are paid by check from the general checking account.
 - The expense categories presently used are:
 - Recharter Fees
 - Blue & Gold
 - Food
 - Venue
 - Decorations
 - Gifts
 - Pack Events
 - Pinewood Derby
 - Raingutter Regatta
 - Space Derby
 - GoCarts
 - Bike Rodeo
 - Movie Night
 - Awards
 - Advancement
 - Religious
 - Other
 - Camp Clearing Account
 - Family Camp
 - Day Camp
 - Webelos Camp
 - Other Camp
 - Fundraiser Expense
 - Popcorn
 - Product
 - Other
 - Scout O Rama
 - Tickets
 - Other
 - Other Fundraiser expense
 - Pack Meetings
 - Administrative Fees
 - Bank Fees
 - Website
 - Repairs
 - Gift Expense
 - Printing
 - Postage

- Equipment
- Supplies
- Below is a list of the income and expense “classes”:
 - Den1-XXXX (XXXX = year when that den was a Tiger Den)
 - Den2-XXXX
 - Den3-XXXX
 - Den4-XXXX
 - Den5-XXXX
 - Leaders
 - Capital
 - Consumables

Note: these categories and classes are to assist in maintaining data for the Pack leadership. Excessive changing or adding of categories is NOT recommended.
- General Financial Balance Sheet (Monthly)
 - Produce a balance sheet using the Quicken accounting software which provides the cash balance and outlines income vs. expenses for the general Pack business. This report is issued monthly and annually at the Committee Planning Meeting for the Pack Committee review. This report can also be issued annually for the families and the Financial Review Committee. Maintain copies of all balance sheets in chronological order.
- Guide the pack in conducting worthwhile fundraisers that do not overly burden pack families.
 - Assist with the record keeping of the council mandated popcorn fundraiser.
 - Assist with the fundraising of the council sponsored Scout-O-Rama fundraiser.
 - Research and suggest additional fundraisers to supplement
- Collect and manage registration payments.
 - The first registration notice is currently announced during the Fall of each year (usually October) and must be completed by the end of the calendar year. All incoming registration payments are collected by the treasurer. Deposits are recorded in Quicken and tracking payment of each scout is required.
 - After four weeks, a second announcement is sent to delinquent scout families. This is the final notice. This announcement is handled by the Treasurer.
 - Names of scout families unpaid by the January Committee meeting are presented to the leaders and the Committee. The families are dropped for non-payment and cannot participate in scouting events – primarily due to the lack of insurance coverage. The Committee Chair will typically be responsible for notifying the family.
 - On the request of den leaders, sympathetically counsel with a family which may be financially unable to pay fees, determine the reason, and encourage regular payment. If the boy is unable to pay, work out a plan with the Cubmaster and pack committee so that the boy can earn his way or that we might be able to lend financial assistance to him and/or his family. No boy should be left out of activities due to inability to pay.
 - Scouts who register during the spring and summer are charged a pro-rated fee as follows:
 - January to March – full registration fee
 - March to June – 70% of registration fee
 - June to September – 40% of registration fee
 - September to December – \$25.
- Manage Budget

- Each year at the annual Committee Planning Meeting, the Treasurer will issue a proposed budget to the Committee. With input from all leaders and Committee Members, a final budget for the operational year will be approved. The Treasurer shall monitor expenses throughout the year to make sure all leaders and functions are staying within their budget.
- Financial Review of Records
 - Each year a Financial Review Committee (FRC) will be created to review all records held by the Treasurer on an annual basis. The Treasurer is required to attend the Financial Review Committee Meeting to provide these records and answer questions of the FRC. The FRC shall be comprised of two other committee members and one non-scouter parent. This occurs prior to the annual Committee Planning Meeting. The documented review and findings of the Financial Review Committee are presented to the leaders attending the annual Committee Planning Meeting.
- Help recruit a replacement when a term of office ends, train the replacement, and be available for questions for minimum of (3) months after the term of office.
 - The outgoing Treasurer must spend time with the incoming Treasurer to train on all aspects of the position. The Treasurer shall complete the financial records of the period and deliver the necessary records to the incoming Treasurer for the transfer of duties.
 - The outgoing Treasurer shall assure that the incoming Treasurer obtains signature authority on the bank accounts. The incoming Treasurer shall assure that the outgoing Treasurer is removed from the bank accounts within a reasonable period of time, unless the committee agrees that the outgoing Treasurer is eligible to serve as a signatory per section 3.6 of this document.
 - The outgoing Treasurer shall turn over to the incoming Treasurer the responsibilities, files, and guidelines necessary for the performance of the duties of the office. The files which go to the new Treasurer shall contain the permanent records of the Treasurer.

Timeline of Activities:

Month	Week	Action Items	Events
January	1		Leader Meeting
	2		Roundtable Meeting
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
February	1	Report on budget and balances	Leader Meeting
	2		Roundtable Meeting
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
March	1	Report on budget and balances	Leader Meeting
	2		Roundtable Meeting
	3		Scouting University
	4	Reconcile bank statements and generate monthly financial reports.	
April	1	Report on budget and balances	Leader Meeting
	2		Roundtable Meeting
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
May	1	Report on budget and balances	Leader Meeting

	2		Roundtable Meeting
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
June	1	Prepare Budget proposal for Planning Meeting	
	2		Roundtable Meeting
	3	Report on budget and balances	Leader Planning Meeting
	4	Reconcile bank statements and generate monthly financial reports.	
July	1	Archive previous year's files per retention rules, and generate folders for new fiscal year.	
	2		
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
August	1		
	2		
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
September	1	Report on budget and balances	Leader Meeting
	2		Roundtable Meeting
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
October	1	Report on budget and balances Meet with Cubmaster and Committee Chair to review budget to date, and assist with making draft of next year's budget for committee approval.	Leader Meeting
	2	Work with Committee Chair to complete re-chartering.	Roundtable Meeting
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
November	1	Report on budget and balances	Leader Meeting
	2	Work with Popcorn Kernels to reconcile popcorn income and payment.	Roundtable Meeting
	3		
	4	Reconcile bank statements and generate monthly financial reports.	
December	1	Report on budget and balances	Leader Meeting
	2		
	3		
	4	Reconcile bank statements and generate monthly financial reports.	