Scouting America
Greater Tampa Bay Area Council

Annual Unit Finance Report

The Annual Unit Finance Report must be turned in during recharter for all Greater Tampa Bay Area Council chartered units.

Unit Type and Number	
Report Year	
Bank Information	
Bank Name	
Branch Name/Location	
Last 4 Digits of Account	
Signers on Checking Account	
Signer 1	
Signer 2	
Annual Financial Summary	
Starting Account Balance	
Income [1]	
Expenses	
Ending Account Balance [2]	
Tangible Equipment Greater than $1,000 [3]	
Vin Number (or other identifier)	
Copy of Registration	
Appraised Value	

[1] Units must complete money earning project applications for anything other than a council fundraiser and follow fiscal policies & procedures.
[2] Units must submit first half and year end bank statement reflecting ending account balance (June 30 & December 31)
[3] Greater Tampa Bay Area Council will cover losses to tangible equipment over $1,000 through property insurance.

FISCAL POLICIES AND PROCEDURES FOR BSA UNITS

Frequently Asked Questions

Current Unit Registration Options

- **Charter Organization Units**: Assets of the unit generally belong to the Charter Organization and are managed by the unit.
- **Council Registered Units**: Assets of the unit generally belong to the Council and are managed by the unit.
- **Parents of/Groups of Citizen Units**: Assets of the unit generally belong to the unit and are managed by the unit.

Tax Exempt Status

- **Charter Organization Units**: Charter organizations vary widely, but the tax status of your unit is usually the same as that of your charter organization.
- **Council Registered Units**: Units properly registered, and using the council EIN for banking purposes, are generally tax exempt. Consult your local council for instructions and policies.
- **Parents of/Groups of Citizen Units**: Many units have their own EIN, but this does not equate to tax exempt status. Units should not incorporate or seek tax exempt status.

- **Group Exemption**: Units cannot be included on BSA's group exemption. Only local councils and local council trusts are permitted by the IRS.
- **State Sales Tax Exemption**: Consult with your own state as this varies widely across the country.

Unit Banking

- **Checking Accounts**: Unit funds should be deposited in a checking account that requires two signatures, typically the Treasurer and a member of the Unit Committee.
  - **Charter Organization Units**: Contact your charter organization for permission to use their EIN and direction on who to use as the responsible party. In the alternative, many councils allow units to deposit funds in custodial accounts in the council service center.
  - **Council Registered Units**: Contact your council for permission to use their EIN and direction on who to use as the responsible party. Council Registered Units previously using separate bank accounts through a Charter Organization should close those accounts and follow the local council policies for a new account. Council registered units should not use custodial accounts.
  - **Parents of/Groups of Citizens Units**: Units should consult a tax advisor prior to applying for an EIN (for banking purposes only) or opening up a bank account. A "responsible party" must be designated on the application, and that person's social security number must be provided. Units applying as Community or Volunteer Groups should not check the box for Tax Exempt Organizations.
- **PayPal/Venmo**: PayPal can be used to accept unit payments. PayPal account instructions are available here:
  https://help.scoutbook.scouting.org/knowledge-base/paypal-payment-utility-sb/
  As of January 1, 2022, the IRS introduced new reporting requirements for payments received for goods and services, lowering the threshold to $600. Third party settlement organizations, such as PayPal and Venmo, will be required to provide customers with a 1099-K form if they receive $600 or more in goods and services transactions during the 2022 tax year. Charter Organization Units and Council Registered Units utilizing PayPal or Venmo should ensure they are using appropriate EINs and following all policies and procedures. Parents of/Groups of Citizens Units should consult their own tax advisors.

Equipment Insurance

All equipment should be insured with appropriate liability, casualty, and property coverage. The charter organization or local council may assess a fee to the unit for providing insurance coverage and should, in compliance with the Guide to Safe Scouting materials, regularly inspect all vehicles and trailers.

Dissolution of Unit

The unit committee shall apply unit funds and property to the payment of unit obligations.

- **Charter Organization Units**: Surplus funds should be turned over to the charter organization to be used for Scouting purposes.
- **Council Registered Units**: Surplus funds should be turned over to the council.
- **Parents of/Groups of Citizen Units**: Surplus funds should be turned over to the council.

Fundraising

- **BSA Unit Money-Earning Applications:** Approval must be given by the charter organization and the council for all unit fundraising.
- **Soliciting Gifts:** As gifts to units are generally not tax deductible, units should not solicit gifts. Anyone can contribute to a unit, but the donor would not receive a charitable deduction. Gifts made to councils or Charter Organizations cannot be passed through to the unit.
- **Scout Accounts:** Scouts can credit a reasonable amount of funds earned toward their Scouting expenses. Scouts cannot use funds earned for any non-Scouting purposes and cannot take the money with them if they leave Scouting.

Scouting America
National Council

November 7, 2018

To: Frost Bank

From: John Doe, Scout Executive

RE: Bank Account Information for Troops in XYZ Council, Boy Scouts of America

I am writing to request that the bank account in the name of XYZ Council, Boy Scouts of America Troop 0000 be closed.

Please transfer any remaining funds to:

XYZ Council, Boy Scouts of America Troop 0000
Attn: Name
Street Address
City, ST Zip
(area code) phone number

Thank you for your cooperation.

Sincerely,

<insert signature>

John Doe
Scout Executive

cc: Council President
Council Commissioner

1325 West Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-2079
972-580-2000
www.scouting.org

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Scouting America
National Council

February 28, 2017

To: Frost Bank

From: John Doe, Scout Executive

RE: Bank Account Information for Troops in XYZ Council, Boy Scouts of America

I am writing to request that a bank account in the name of XYZ Council, Boy Scouts of America Troop 0000 be opened.

- XYZ Council, Boy Scouts of America tax-exempt number 75-0000000.
- The correct name on all accounts should be:
  XYZ Council, Boy Scouts of America Troop 0000
- All troop bank accounts are **not** to enroll in overdraft protection.
- All troop bank accounts must have at least 2 signers on each account.
  The names are:

Scout Master	Committee Chairman
Street Address	Street Address
City, ST Zip	City, ST Zip
(area code) phone number	(area code) phone number

- Bank statements should be sent to the troop leader's home address.
  Please do not use addresses of Boy Scouts of America council offices.

XYZ Council, Boy Scouts of America is classified as a tax-exempt organization 501 (c) (3) by the Internal Revenue Service.

For further information or clarification, please contact <insert local council contact>, <insert title/position>, at <insert phone number> or <insert email address>.

Thank you for your cooperation.

Sincerely,

<insert signature>

John Doe
Scout Executive

cc: Council President
Council Commissioner

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