

# UNIT BUDGET PLAN

Take first things first. If your job is the management of money, your firsts are basics: basic income, basic spending, basic needs. Attend to them first.

If your job is the management of money for a Cub Scout pack, Scouts BSA troop, crew or post your basics still come first, and they are the same whether the unit is in Hawaii or Maine. They should be planned and budgeted – FIRST. Once you develop a sound budgeting plan for basics, you can add other things such as your individual programming or equipment needs.

The total is a well-managed, well-financed unit. Recognizing this, the Boy Scouts of America recommends a basic unit budget plan, including 10 parts divided into three categories, basic expenses, other expenses, and sources of income.

## BASIC EXPENSES

1. **Unit Charter Fees.** Units are required to pay an annual charter fee of \$60. This fee shall be submitted with the unit's charter application and will help defray the expenses for the general liability insurance program. These fees will raise approximately 25 percent of the funds required to maintain insurance coverage for all chartered organizations and leaders.

Here are the recommended basic expense items per boy member:

Registration.....	\$60.00
Boys' Life.....	\$12.00
Reserve fund.....	\$ 2.00
Other basic expenses (badges, literature, goodwill).....	\$10.00
TOTAL	\$84.00

Let's look at each basic expense.

2. **Registration.** When a youth joins, normally the unit asks them to pay the full \$xx national registration fee regardless of the number of months remaining in the unit's charter year. The unit sends to the council the pro rata amount for those remaining months. Note that fees are figured on a monthly basis: \$5.00/month.

The balance of the scout's fee is kept in the unit treasury to supplement their dues in paying the next full year's fee. This procedure ensures prompt registration at charter renewal time.

3. **Boys' Life.** Boys' Life magazine, the official publication of the Boy Scouts of America, is available to all members at \$12.00 (half the regular rate). Every youth should subscribe to Boys' Life because of the quality reading the articles related to your unit's monthly program. It is part of a scout's growth in Scouting, too, and research proves they will stay in longer and advance further if they read Boys' Life.

If the reserve funds will allow, the new youth, during the charter year should be signed up for Boys' Life on a pro rata basis.

When reserve funds do not pay for the subscription, then the boy or his parents may be asked for the amount. They should understand that the Boys' Life subscription cost is not a required part of the national membership fee. On late registrations it may be necessary to deliver back issues.

4. **Unit Accident Insurance.** Paid by Council.
5. **Reserve Fund.** The reserve fund might be established by a gift or loan from the chartered organization, members of the committee, or by a unit money-earning project. The reserve fund should meet unexpected expenses that occur before dues are collected or other money is earned. A new member's initial expenses may be met from the fund.

A small portion of each youth's basic expenses is budgeted to maintain this fund. If the reserve fund falls below this amount, it should be restored through a money-earning project or other means.

6. **Other Basic Expenses.** These basic expenses include insignia of membership and rank for each youth to ensure prompt recognition and literature required by unit adult and youth leaders. Because service to others is fundamental in Scouting, the budget should include a goodwill project, Good Turn, or a gift to the World Friendship Fund.

## OTHER EXPENSES

7. **Program Materials.** Each unit needs to provide a certain amount of program materials. For example, it should have United States flags, unit flags, and equipment and supplies for its regular program.
8. **Activities.** The size of the budgeted amount for activities depends on the unit program. Usually, such activities as Cub Scout pinewood derbies, hikes, camping, or high-adventure trips are financed by the youth and their family over and above the dues program.

As a special note, refreshments at parties or parents' meetings can be homemade or met by a cover charge or "kitty" at the event. Regular unit funds should not be used for this purpose.

**UNITS MAY NOT SOLICIT FOR DONATIONS**

**SOURCES OF INCOME**

9. **Dues.** Most people agree that the habit of regularly meeting financial obligations is desirable. The finance plan of any unit should include participation by a scout in a regular dues plan. An annual unit fee, too often completely contributed by parents, does little to teach youth responsibility. However, if they have to set aside a little each week for a desired item such as dues, they learn how to budget their own income.

Paying dues regularly is not easy, but it does help develop character in youth. It teaches responsibility and a wholesome attitude toward earning their own way.

The weekly or monthly dues envelopes for scouts provide a handy means of recording dues for scouts who pay on a regular basis, catch up on back dues, or pay in advance. If a scout is behind in dues, adult leaders should find out why. Adult leaders may also help provide a solution through individual work projects.

In some units, scouts **earn their dues by participating in unit money-earning projects. It is important that such work be credited to the scout personally rather than to the unit as a whole so they will develop a sense of personal responsibility and participation.**

Regardless of your dues collection plan, or how many months or weeks they are collected, individual dues should cover the basic expenses totaling \$84.00, as shown in the recommended budget. You may also want dues to cover a part of the program and activity budget.

10. **Money-Earning Projects.** A well-rounded unit program requires supplemental income. It might come from the sale of a product or a project involving the talents, participation, or efforts of the unit members or families. Policies and procedures are in the financial record books for packs, troops, and teams.

Most projects require the submission of the Unit Money-Earning Application, No. 34427, to the local council service center. To ensure conformity with all Scouting standards on money earning, leaders should be familiar with the 10 guides listed on the back of the application and in the financial record books.

Council Managed Popcorn Sales is the best method.

**BUDGET WORK SHEET**

To develop your unit budget, complete, with the unit leader, the work sheet below, then have it adopted by the unit committee. (In the case of Scout BSA troops, the patrol leader's council reviews the budget and puts it in final form to study and adoption by the troop committee.) Be sure to keep parents informed.

<b><u>Expected Income for Year</u></b>		<b><u>Budgeted Expenses for Year</u></b>	
Number of meetings	_____	Registration (2)	\$60.00
Amount of dues each meeting at least \$2.00	\$ _____	Boys' Life (3)	\$12.00
Annual dues per member (dues x number of meetings)	\$ _____	Reserve Fund (5)	\$ 2.00
Average membership in year	_____	Other basic expenses (6) (badges, literature, goodwill)	\$ 10.00
Total dues per year (9) (annual dues x average membership)	\$ _____	a. Total per scout	\$84.00
Other income (10)	\$ _____	b. Average yearly membership	\$ _____
_____	\$ _____	Total basic expenses (items a x b)	\$ _____
_____	\$ _____	Unit Ins Liability Fee (1)	\$60.00
Total other income	\$ _____	Program materials (7)	\$ _____
Total budgeted income (total dues + total other income)	\$ _____	Activities (8)	\$ _____
		Total budgeted expenses (total basic expenses + program materials + activities + unit charter fee)	\$ _____

**Note: The boldface numbers above match the item to the related section on this form. If you have any questions on any item, refer to the explanatory material.**