

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 The registrar will advise unit leaders by note when funds are withdrawn from a unit account for registration.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 council service centers, after the council has received the names of the people who have authority to spend unit's funds and a balance has been established.

The authorization form 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. A copy is attached.

Once a UDA has been established and a positive fund 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.
- 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 (create a negative balance) when making purchases or paying registration fees. Leaders may obtain the UDA balance by contacting one of the service centers.

Unit Depository Account Authorization

District _____

Unit Type: Pack / Troop / Team / Crew / Post (circle the appropriate type)

Unit # _____

Authorized Unit Account Users

PRINTED NAME

SIGNATURE

A unit may have more than four authorized account users, at least two are recommended

Approved by Committee Chair

Name _____ H Phone _____

Address _____ W Phone _____

City, State, Zip _____ DOB _____

Email _____

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 any service center or Fargo Scout Shop. 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.