

UNIT BUDGET PLAN

Take first things first. If your job is to manage funds, your firsts are basics: basic income, basic spending, and basic needs.

If your job is to manage funds for a Cub Scout pack, Boy Scout troop, Varsity Scout team, or Venturing crew, 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 Liability Insurance Fee. Units are required to pay a unit liability insurance fee of \$40. 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 liability insurance coverage for all chartered organizations and leaders.

Here are the recommended basic expense items per youth member:

| | |
|-------------------------|------|
| Registration | \$15 |
| <i>Boys' Life</i> | 12 |

Let's look at each basic expense.

2. Registration. When a youth joins, normally the unit asks them to pay the full \$15 national registration fee, regardless of the number of months remaining in the unit's charter year. The unit sends to the council the prorated amount for those remaining months. Note that fees are figured on a monthly basis: 1 month \$1.25; 2 months \$2.50; 3 months \$3.75; 4 months \$5; 5 months \$6.25; 6 months \$7.50; 7 months \$8.75; 8 months \$10; 9 months \$11.25; 10 months \$12.50; 11 months \$13.75; 12 months \$15.

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

3. *Boys' Life* magazine, the official publication of the Boy Scouts of America, is available to all members at \$12 (half the regular rate). Every youth should subscribe to *Boys' Life* because of the quality reading and the articles related to your unit's monthly program. It is part of a youth's growth in Scouting, and research proves Scouts will stay in longer and advance farther if they read *Boys' Life*. If the reserve funds allow, the new Scout, 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 youth 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. Each unit should be covered by unit accident insurance to help meet the costs of medical care if accidents occur during a Scouting activity. The majority of the councils purchase Council Accident and Sickness insurance, which means you are already covered for accidents and sicknesses. Check with your council

to see if they already have the insurance. If not, there is an Accident plan available through Health Special Risk (HSR). Your council can provide you with a brochure that details the plan. Below are the fees from September 1, 2012 through December 31, 2013, from HSR:

Accident insurance, minimum \$40 per unit or:

| | |
|--|--------|
| *Unit accident insurance for Cub Scouts..... | \$1.50 |
| *Unit accident insurance for Boy Scouts..... | 3.35 |
| *Unit accident insurance for Varsity Scouts... | 3.35 |
| *Unit accident insurance for Venturers..... | 4.75 |

*The same rates apply for registered Scouters; minimum \$40 insurance premium per unit.

Because LDS units have coverage through Deseret Mutual, it is not necessary to purchase unit accident insurance through HSR.

5. Reserve Fund. The reserve fund might be established by a gift or loan from the chartered organization 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 Scout 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 a United States flag, 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, Boy Scout hikes, camping, or Varsity Scout high-adventure trips are financed by the Scout and his 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.

SOURCES OF INCOME

9. Dues. Most people agree that the habit of regularly meeting financial obligations is desirable. The financial plan of any unit should include participation by a youth in a regular dues plan. An annual unit fee, too often completely contributed by parents, does little to teach responsibility. However, if the youth has 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. It teaches individuals responsibility and a wholesome attitude toward earning their own way.



The weekly or monthly dues envelopes for Cub Scout dens and Boy Scout patrols provide a handy means of recording dues for youth who pay on a regular basis, catch up on back dues, or pay in advance. Varsity Scout teams may use the Boy Scout dues envelopes. 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.

Regardless of your dues collection plan, or how many months or weeks they are collected, individual dues should cover the basic expenses totaling (pack) \$35.00, (troop) \$36.85, (team) \$36.85, and (crew) \$38.25 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, teams, and crews.

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 eight guides listed on the back of the application and in the financial record books.

OTHER RESOURCES

Additional information concerning unit budget plans, the treasurer's job, camp savings, forms, and records is in *Troop/Team Record Book*, No. 34508; *Cub Scout Leader Book*, No. 33221; *Varsity Scout Leader Guidebook*, No. 34827; and *Venturing Leader Manual*, No. 34655.

BUDGET WORK SHEET

To develop your unit budget, complete with the unit leader the work sheet below, and then have it adopted by the unit committee.

In the case of Boy Scout troops, the patrol leaders' council reviews the budget and puts it in final form prior to study and adoption by the troop committee. Be sure to keep parents informed.

Expected Income for Year

| | | |
|---|----------|--|
| Number of meetings | _____ | |
| Amount of dues each meeting | \$ _____ | |
| Annual dues per member (dues x number of meetings) | \$ _____ | |
| Average membership in a year | _____ | |
| Total dues per year (9) (annual dues x average membership) | \$ _____ | |
| Other income (10) | | |
| | \$ _____ | |
| | \$ _____ | |
| | \$ _____ | |
| Total other income | \$ _____ | |
| Total budgeted income (total dues + total other income) | \$ _____ | |

Budgeted Expenses for Year

| | |
|--|-----------------|
| Registration (2) | \$15.00 |
| <i>Boys' Life</i> (3) | 12.00 |
| Unit accident insurance for Cub Scouts (4) | 1.50 |
| Unit accident insurance for Boy Scouts (4) | 3.35 |
| Unit accident insurance for Varsity Scouts (4) | 3.35 |
| Unit accident insurance for Venturers (4) | 4.75 |
| Reserve fund (5) | 1.00 |
| Other basic expenses (6) (badges, literature, goodwill) | 5.50 |
| a. Total per boy (pack) | \$35.00 |
| Total per boy (troop) | 36.85 |
| Total per boy (team) | 36.85 |
| Total per youth (crew) | <u>38.25</u> |
| b. Average yearly membership | _____ |
| Total basic expenses (items a x b) | \$ _____ |
| Unit liability insurance fee (1) | \$ <u>40.00</u> |
| Program materials (7) | \$ _____ |
| Activities (8) | \$ _____ |
| Total budgeted expenses (total basic expenses + program materials + activities + unit liability insurance fee) | \$ _____ |

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

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