

***UNIT FISCAL AND PROPERTY MANAGEMENT  
AND ITS ROLE IN THE LEGACY OF SCOUTING***

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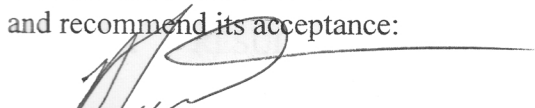
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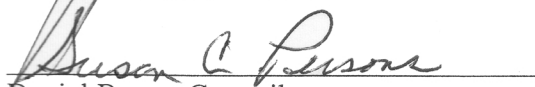
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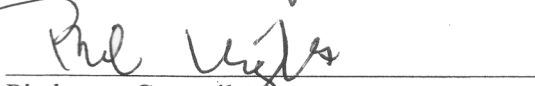
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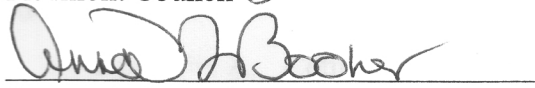
  
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## **ABSTRACT**

The purpose of this study is to provide Scout leaders with a how-to manual for both financial and property management. The study details the problem and then sets out to show how the problem may be solved with proper management techniques. All of us understand the profound impact Scouting can have on young people's lives. This is Scouting's legacy passed from one generation to the next.

Fiscal responsibility is crucial to the unit's viability. The funds management section of the study details how to select a financial institution, obtain a tax identification number, open an account, and why a balance sheet is helpful. It explains tax exempt status, individual youth accounts, where to find Scout discounts, the need to budget, and what happens if the legacy of Scouting takes a hit and the unit dissolves.

Income generation, the role of the financial management or unit committee, and what assets are available to assist units manage money are thoroughly described. The dos and don'ts of fund raising are many and often the most senior Scout leaders do not fully understand the implications.

The study concludes with property management and focuses on equipment accountability, ownership, and the need for insurance.

Viability, which depends on sound financial footing and the property to execute the unit's program, is key to ensuring Scouting's legacy remains intact for America's boys and girls.

## **CHAPTER I**

### **INTRODUCTION**

Scouting organizations are fragile entities. These organizations are so dependent on adult volunteers that quite often, the loss of one leader can lead to the termination of the unit. So why do some units celebrate 50 years of Scouting and many others do not make it past their first Christmas holiday?

To our trained leaders, no matter how difficult or how easy things may seem, no matter how well or poorly they imagine things are going, they are doing important work in the lives of our Scouts. Whether these leaders know it or not, they are building a Scouting legacy.

Take the time to reflect on your Eagle Scouts. Think about the young ladies who have benefited from STEM Scouting, Explorers, and Venturing. Our leaders have directly impacted the mothers, fathers, teachers, lawyers, policemen, firemen, and many others who are valuable members of our communities. These same leaders have been invited to their weddings and watched their children grow. In time, these same children have joined Scouting.

A Scout leader's legacy is greater than the number of patches and certificates they have in shoeboxes and scrapbooks. The joy and reward are watching the lives of our Scouts unfold.

A common denominator of any successful Scouting organization is sound fiscal and property management. This management is the foundation of building a Scouting legacy.

The study is a how-to manual of how to establish firm footing for how we manage and account for our money and equipment. It is in effect, a road map for a unit committee. It serves as a resource for those entrusted in the position of unit leadership. It is a compilation of

information from various sources that either answers the question or points the leader in the right direction.

## CHAPTER II

### REVIEW OF LITERATURE

The Boy Scouts of America offers various guidelines for financial management, which are all available online. The URL for the BSA Guide to Unit Money Earning Projects may be found in the references (1). Whenever a unit is planning a money-earning project, this checklist can serve as a guide. BSA also provides a unit money-earning application that must be followed for almost all fundraisers (2).

Fiscal Policies and Procedures (3) is probably the most useful BSA publication. This guide contains a list of frequently asked questions (FAQs) that addresses the most common issues faced by the unit committee.

BSA Fund Development: Product Sales Guide (4) has useful information on individual Scout accounts and lots of advice for popcorn fundraising.

The Chartered Organization Representative Guidebook (5) is helpful. The guide lists the tasks, responsibilities, and roles of the charter unit representative. It provides tips for financial management.

The BSA publication, Troop Committee Challenge (6), details fiscal policies and procedures for BSA units in Appendix J.

Lastly, the Internet contains a large amount of non-BSA authored information from Scout discounts to why insurance is important.

The websites for all these subjects may be found in the References (7-12) on page 23.



## **CHAPTER III**

### **STATEMENT OF THE PROBLEM**

There are numerous financial scenarios that a Scouting unit may encounter. Some can challenge the continued viability of the unit. Some examples include:

A unit conducts multiple fundraisers over four to five years. At the six-year mark, many of the Scouts earn their Eagle and the leaders are ready to move on. The decision is made to zero out the bank account and sell the trailer, thereby splitting the proceeds among the Scouts. This action results in the death of the unit. When the Scout executive revives the troop, the new Scouts and leaders are left without a trailer or bank account.

The Boy Scouts of America makes a significant shift in its membership policy. The troop leader decides Scouting is no longer a good fit for his personal beliefs. He forms a Trail Life USA unit. He takes the unit's "Boy Scout" equipment and the checking account to the Trail Life charter.

A Scout leads the council in popcorn sales. He unfortunately has a change in attitude and no longer wants to be in Scouting. His mother goes to the troop treasurer and asks for the balance of his Scouting account.

The boys in a Cub Scout Pack cross over to Boy Scouting and take the balance of their individual youth accounts from one charter organization to a new one. The new leadership at the former charter organization is left without a firm financial basis.

A huge BSA supporter has a rare shotgun he no longer wishes to keep. He donates the weapon to the troop sponsored by his church. The Scout troop sells raffle tickets to buy a Scout trailer.

A unit leader has a handyman business and many of his customers live in an affluent neighborhood. One of his customers discovers he is a Scout leader and makes an unsolicited donation to the unit. The Scout leader gives it some thought and solicits other donations from his customer base.

In every case, fiscal policies and procedures were violated. As a result, Scouting and its legacy at the unit level took a hit. What this study provides is a manual of how to do the right thing.

## CHAPTER IV

### RESULTS AND DISCUSSION

#### I. Fiscal Responsibility

##### A. Funds Management

(1) Employer Identification Number (EIN) - The financial institution will require an EIN at account opening. Before applying for the EIN, check to see if the unit had an account at another institution. Often, when a unit ceases to function for a short duration of time, a checking account exists at a local financial institution. If it is necessary to open a new account and with the charter organization's concurrence, go to [irs.gov](http://irs.gov) or call the tax ID hotline at 800-829-4933.

NOTE: There is an [irs.com](http://irs.com) commercial website that will charge an unnecessary fee. Avoid the [irs.com](http://irs.com) website. Do not open the account with a leader's social security number. Obtaining an EIN is a simple process and free. If given permission, units may use the tax ID number of their chartering organization. This process should be coordinated with the charter organization.

(2) How to choose a Financial Institution - Before you enter the financial institution, it is best to identify your unit's needs (Table 1). The right checking account corresponds to your needs and usage habits. So, before applying, ask yourself the following questions:

- Will you need access to a physical bank branch or ATM network near your home, work, or school? Or, could you get by doing most of your banking online and over the phone?
- Do you want to have access to your own bank's branches?
- How much money will your unit keep in the account? Minimum balances are sometimes required to avoid service charges. NOTE: Ask if the financial institution waives service charges for non-profits.

- Which matters more: an accessible bank or minimal fees?
- How important is it that your account balance earn interest?
- Compare financial institutions and the types of checking accounts they offer. Each financial institution’s website will also have details on the checking accounts they offer.
- Identify who the signers will be on the account.

**Table 1. Choosing a Financial Institution Checklist**

	<b>Institution A</b>	<b>Institution B</b>	<b>Institution C</b>
<b>Name of Financial Institution</b>			
• Free/low cost checking account			
• Close to work or home			
• Offers Mobile Banking			
• Supports Friends of Scouting			

(3) Checking and Savings Accounts - Every functioning Boy Scout unit should have a checking account and/or a savings account at a local financial institution. Generally, a checking account is adequate for a unit’s financial needs. The signature card is maintained at the financial institution and lists all the account’s signers. It is the best practice to require two signatures on all checks or withdrawals. The unit leader and another registered leader are normally the signatories. Note: the financial institution will not enforce the two-signature policy. It is the unit’s responsibility to ensure this standard is maintained. Changes to the signature card are inevitable with the changeover that occurs at the unit level. The unit committee has the responsibility to meet, make the changes, and record the results of the meeting

in a memorandum. This memorandum, signed by the unit committee chairperson, adds and deletes signatories. The new signer must be added to the account and present a photo identification. In practice, some units have a petty cash fund (the limit set by the committee). This fund must be accounted for with receipts and a running balance.

(4) Before you can complete an application, you'll need the following:

- The memorandum signed by the troop committee chairperson stating that the charter organization approves the account. The letter also designates who the account signers are. The unit is the owner of the account. NOTE: whenever there is a change in signatures on the account, the unit committee will have to prepare a memo to that effect. An example of this memo is in appendix B.

- An Employer Identification Number (EIN).

- Personal identification: When opening an account in person, ensure you have a photo ID for all signers. If you're applying for a joint account, both account holders will need to provide identification.

- Opening Deposit: Typically, a minimum opening deposit for a basic checking account is between \$25 and \$100, although it may higher for interest-bearing accounts.

- Sign a Signature Card/Account Documents. This is the card to which your signature will be matched every time you write or deposit a check.

- Debit card. The unit probably does not need this. While the card is handy, most financial institutions frown on mixing non-profits and debit cards. With a debit card, there is not any way to exercise the two-signature rule.

- Sign-up for Internet Banking. Online bill pay could potentially become a problem, but the unit does have the ability to check balances and remotely deposit checks.

(5) Balance Sheets - This is a great way to measure the unit’s fiscal viability from one year to the next. See Table 2 for a basic guide.

**Table 2. Balance Sheet**

		Year: _____	Year: _____
<b>Asset Type</b>		<b>Prior Year</b>	<b>Current Year</b>
Current Assets			
Fixed Assets			
Other Assets			
Current Liabilities			
Long-term Liabilities			
Owner Equity			
Total Assets			
Total Liabilities & Stockholder Equity			
<b>Balance</b>			

(6) Tax Exempt Status - The Scout unit is not tax exempt. The Charter institution in many cases is exempt. For example, most churches are exempt and can include the Scout unit in its tax status. A for-profit organization is not tax exempt. If tax exempt, the unit committee

can request the proper documentation from the charter organization. This tax-exempt status may be used to avoid sales tax when purchasing food for a campout or unit equipment. Additionally, there is no need for the unit to complete an electronic postcard 990-N with the IRS.

(7) Individual Youth Accounts - A Scout is thrifty. It is in the Scout Law.

Financial Management is a required merit badge for Eagle. Money management is one of the major ways Scouting prepares youth for life's challenges. Earning money through an approved council or unit level fund raising project helps the Scout develop the skills used for a lifetime. Unit fundraising is designed to make Scouting affordable and is a part of the "earning their way" ethos. There are some guidelines to follow:

(8) The Internal Revenue Service (IRS) has private benefit rules that prohibit Scouts involved in fund raising to receive substantial personal benefit from non-profit fundraising. Dollar for dollar benefit solely attributed to the Scout could violate the IRS private benefit prohibition. While the BSA has not endorsed individual Scout accounts for the private benefit of Scouts due to IRS rules, there must be a balance. Unit raising must be done correctly and is an important part of Scouts "earning their way."

(9) Here is where most of the misunderstanding occurs. Even when a unit maintains individual youth accounts, funds raised by the unit through approved fund raisers belong to the unit. When the Scout quits or even transfers to another a unit outside the charter organization, the money stays with the unit. The money may be transferred to another unit when the Scout moves from Cub Scouts to Boy Scouts within the same charter organization. Bottom line, when a Scout quits or ages out, the last stop is not to see the unit committee treasurer for a check.

(10) The unit committee is responsible for the proper expenditure of funds. Unit funds may be used to reduce the cost to participate in a unit activity such as summer camp or a camporee. Units may also use these funds to buy uniforms and unit equipment or for that matter, any other legitimate unit need.

(11) Scout Discounts - Corporate America loves Boy Scouts and there is an abundance of discounts available to units. A Google search for Boy Scouts discounts will result in a long list of unit opportunities. There are also some handy websites in the references section.

(12) Budgeting - A budget can be helpful to identify costs throughout a Scouting year to ensure money is available to meet the commitments. A budget can identify the need to raise money and can result in fundraising goals. The sources of funds are the various means a unit goes about securing funds, and the uses are the many activities Scouts participate in through the year. Other key components for a budget include: to control resources; to communicate plans to the troop committee; to motivate Scouts to strive to achieve budget goals; to provide a measure of the unit's ability to raise funds; and to create accountability. In summary, the purpose of budgeting tools is to provide a forecast of revenues (fund raisers) and expenditures (Scouting activities).

(13) What happens if the unit dissolves? The unit committee will pay any unit debts and the remainder of the funds will be remitted to the charter organization or the council, pending reorganization of the unit for the good of Scouting. The money will not be dispersed to the remaining Scouts.

(14) Solicitation of unit gifts - Cannot do it! Both the BSA charter and bylaws and the rules and regulations make it clear that only local councils may solicit individuals and



corporations for gifts in the support of Scouting. Unit leaders cannot ask for financial donations. With that said, units can accept unsolicited donations. The donor will not receive the charitable deduction. There can be a fine line between a solicited and unsolicited gift. Scouting asks that the unit leaders set the example and honor the intent of the guideline. There is also no pass through of a donation from the council to the unit.

## **B. Income Generation**

(1) Unit fund-raising projects.

These projects usually fall into one of four categories:

- Service projects such as car washes and lawn care.
- Activities with parental support—bake sale, pancake breakfast, spaghetti dinner, and donut sale.
- Sale of tickets for an entertainment event.
- Sale of commercial product—candy, Christmas trees, first-aid kits, popcorn, light bulbs, and camp cards
- Before embarking on a money-earning project, the need for money should be evaluated against the probable net income from the effort.

(2) Popcorn Sales. No money-earning application is needed here. Councils throughout the country sell popcorn to fund Scouting at the unit and council level. This is Scouting's lead fund-raising project.

(3) Membership Dues. Individual dues are as old as Scouting. Some units still charge weekly and monthly dues to fund various operations. Many units have stopped this practice by budgeting various fund-raising projects.

(4) Unit Money-Earning Application. Do not forget the application. There is more information about this in the role of the financial management committee.

### **C. Where to get help – Role of the Financial Management Committee**

The local council is responsible for ensuring the BSA Charter and By-laws and rules and regulations are followed. All fundraisers must get written approval from the local council. Following this simple rule will prevent many problems. Here are some of the committee responsibilities and fundraising guidelines.

(1) One of the responsibilities of the council and district finance committees is to work out a plan for keeping units informed on national policies concerning unit finance and to approve proposed unit money-earning projects. Unfortunately, the council and district committees rarely exercise this oversight. The buck stops with the unit committee. It is important this group of leaders understand its responsibility for guiding the finances of the unit. It promotes the proper use of the unit budget plan, both as a sound method of securing unit funds and as a means of training boys in thrift, in paying their own way, and in the planning and wise administration of unit funds. The unit committee also guides the unit in earning money for such Scouting needs. The unit committee needs to be informed of policies concerning unit money earning projects. The unit money-earning application (2) has a guide to unit money-earning projects on the document's second page. If the unit can answer yes to all eight questions on the guide, the council will approve the application. These policies protect both the character development values of the program and the good name of Scouting. The Boy Scouts of America

has established policies to protect both the unit and the good reputation of Scouting. Here is a quick summary.

- No direct solicitation for funds by units is permitted.
- The unit committee is the custodian of all unit funds.
- All units submit the Unit Money-Earning Application, No. 34427B, to the local council

for approval at least two weeks prior to the fund-raising activity. Such approval is contingent on prior approval of the unit committee and chartered organization.

(2) General guidelines for unit money-earning projects include the following:

- No gambling, raffles, or conflict with local ordinances.
- “Value received for money spent.” Meaning the goods or service must be at fair market value.
- Respect territorial rights of other units.
- No conflict with goods or services offered by established merchants or workmen.
- Not scheduling a fund raiser that conflicts with established dates of fund-raising in the council. For instance, no unit fund raisers during the popcorn campaign.
- The name and goodwill of the Boy Scouts of America must be protected and not used as to promote a personal or commercial interest.
- Never sign a contract that obligates BSA at any level.
- Unit money-earning projects can be planned to serve a dual purpose of conservation and money earning. Collection of aluminum, glass, paper, and scrap metal can be profitable when near a recycling facility. Units should be sure of a market before any collection. A collection must be well planned with adequate adult supervision and safety precautions.

**D. What is available to help units manage money?**

An old-time Scouter would be amazed at the number of vendors who provide a wealth of online services to Scouting units. TroopWebHost ([www.troopwebhost.com](http://www.troopwebhost.com)) is one such vendor. Adama Brandau, Treasurer, Troop 4056, Canton, Georgia said, "I would like to thank you for the TroopWebHost system. It is hands down the best Scout management system I have used and makes my job as troop treasurer a breeze." A check of the website reveals four Scout troops in Knoxville, TN, use TroopWebHost. This company offers both accounting and fundraising assistance. In addition to these services, the company also provides a website and assistance with membership tracking, advancement, calendar, communications, and security.

From the financial management perspective, the accounting software has many functions. These attributes include tracking the balances for Scout accounts and the troop checking account. There are ways to show advance payments for activities such as Philmont and jamborees. It is easy to charge Scout dues and costs for unit events such as camporees. Budget software is available, and the unit committee can easily track actual performance against annual budget. With a logon, parents and Scouts can view their financial status which leads to transparency. The PayPal option is also available, saving the unit treasure a bookkeeping entry and a trip to the financial institution. Speaking of bookkeeping entries, the software makes balancing the checkbook a simple process and serves as a huge timesaver.

One more plug for TroopWebHost and its competitors, this website also provides fundraising support. The unit popcorn chairman can manage every facet of the popcorn drive from orders to delivery. For any type of fundraiser, the unit can download photos and list descriptions and prices. Scouts can enter their own orders online and the unit knows exactly

what to order. Customers may order directly from the Scout using his or her URL at the ScoutSales.org. Most credit cards are accepted.

Popcorn is not the only product the unit can sell. The unit's imagination is the only limitation. Sales campaigns may be created for all sorts of things. Does the pack want to outfit the cubs with new t-shirts? The Scouts can pay online via PayPal or debit their personal account. At the end of the campaign, the unit committee makes the order without handling the first dollar bill. Before you launch a fundraising campaign, ensure you complete the BSA unit money-earning application.

A comparison of Boy Scout Troop Management Software can be found in Appendix A.

## **II. Property Management**

### **A. Equipment Accountability**

A review of Scouting literature results in very little information on how to account for property. Accurate property accountability is the foundation of good stewardship. Properly accounting for equipment allows Scouting units to conduct activities safely and efficiently. It facilitates the most prudent use of resources. It is a best practice to completely inventory equipment on a yearly basis and conduct a thorough inventory after an outdoor activity. Inventories result in an understanding of the unit's equipment and can result in the purchase of replacement items. Inventories can also prevent the mysterious disappearance of unit property. Table 3 provides a format to account for unit property.

Table 3. Unit Property Inventory

Scout Unit: _____					
ITEM DESCRIPTION	QTY Needed	QUANTITY ON HAND			
		Date	Date	Date	Date
2-man tents	10				
5-gallon water cans	8				
First aid kit	2				

### B. Ownership

The charter organization owns the equipment. The Scouts and leaders do not. It is just that simple. It does not matter how many donuts the boys sold to buy the trailer, it remains with the charter organization.

### C. Insurance

The big-ticket items owned by the troop should be insured. The most common item is the troop trailer. Unfortunately, a far too often news story is the Boy Scout trailer, parked outside of the charter organization, is stolen with all the troop's equipment. Some units have vehicles. Vehicles operated on road ways must have liability insurance. Comprehensive insurance is highly recommended.

The reason for insurance is to replace the loss. The insurance fee is relatively small in comparison to the replacement value of the lost piece of equipment. In addition to replacement cost, insurance policies should also cover liability. Scout leaders are careful by nature, but in our society, we are all susceptible to lawsuits.

When you review the policy with the charter organization, check to see if the policy covers repairs or replacements at actual cash value (ACV) or at replacement cost. Also, be mindful of the deductible. The cost of a trailer over the last ten years has more than doubled. The tradeoff is the ACV insurance policy is cheaper than replacement policy coverage.

## CHAPTER V

### SUMMARY

#### **How Unit Fiscal and Property Management is a critical component of Scouting's Legacy**

In 1909, William Boyce, a newspaper publisher from the United States gets lost in a London fog. A Scout happens across Mr. Boyce and leads him to his destination. Boyce offers the Scout a tip. The Scout replies, "No sir, I'm a Scout." This Scout takes Mr. Boyce to meet Lieutenant General Robert S.S. Baden-Powell. An American is introduced to Scouting and our motto, "do a good turn daily" is born. Mr. Boyce's legacy is only just beginning.

Boyce returns to America and gets Ernest Seton of the Woodcraft Indians, Daniel Beard of the Sons of Daniel Boone, and Edgar Robinson of the YMCA together. The result, the Boy Scouts of America is founded on February 8, 1910.

So why should we maintain Scouting's legacy? President Theodore Roosevelt said, "the young giant of the West stands on a continent and clasps the crest of an ocean in either hand." Roosevelt's America needed well-trained, patriotic young men to realize the future that President Roosevelt envisioned. Believe it or not, decision-makers thought industrialization would result in the physical deterioration of the next generation. What would they think about computer games? Then there was the dreaded "Progressive Movement." Many were concerned about the threats declining morality might impose to the still young republic. Despite progressive movements and the urbanization of America, we still have Boy Scouting. The legacy has passed from one generation to the next for the last 108 years.



The 1910s brings us the first Chief Scout executive, James E. West, and a Scout oath and law and the Eagle Scout rank is created (11). And we get a Scout handbook. The Boy Scouts of America offers a unique opportunity to improve the lives of young people – and by doing so make our communities and nation a better place to live. Scouting makes a direct impact on the lives of the boys who participate. For every 100 boys who join...

- 4 will become Eagle Scouts.
- 17 will be future Scout volunteers.
- 12 will have their first contact with a church.
- 1 will enter the clergy.
- 18 will develop a lifelong hobby.
- 8 will enter a vocation learned through the Merit Badge program.
- 1 will use Scouting skills to save his own life.
- 1 will use Scouting skills to save the life of another person's life (12).

It might be hard for some to believe, but one former Central Intelligence Agency director and former U.S. Secretary of Defense and former President of Texas A & M University said the best leadership and life training for him was learned as a Boy Scout while fireside on the winter plains of Kansas or on ankle-blistering hikes with a 60-year-old Scoutmaster. That was Robert Gates, Past President of the Boy Scouts of America. He said he learned teamwork, courage and leadership through his involvement in the Boy Scouts of America.

Eagle Scout Rex Tillerson was the United States Secretary of State. President Donald Trump also has three other Eagle Scouts in his administration. Jeff Sessions serves as Attorney

General. Former Texas Governor Rick Perry is the Energy Secretary. The Secretary of Interior is Eagle Scout Ryan Zinke. Mr. Tillerson also served as president of the Boy Scouts of America.

All these cabinet members had one thing in common. They were members of a functioning Boy Scout Troop that provided them the opportunity to achieve the rank of Eagle Scout. Proper unit fiscal & property management is the foundation of a unit that can stand the test of time.

This paper focused on how units manage their finances to achieve its goals. It also answered many of the questions about what is right and wrong. Property management is a smaller piece of the equation. What is important here is to understand the unit's property belongs to the charter organization.

If a unit dies, a chapter from Scouting's legacy is lost forever.

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12. For every 100 boys who join Boy Scouts  
<http://usscouts.org/eagle/bottomline.asp>

## APPENDIX A

### COMPARISON OF BOY SCOUT TROOP MANAGEMENT SOFTWARE

This information is taken from ScoutWiki  
[https://en.scoutwiki.org/Comparison\\_of\\_Boy\\_Scout\\_Troop\\_Management\\_Software](https://en.scoutwiki.org/Comparison_of_Boy_Scout_Troop_Management_Software)

The following compares general information and features for notable Boy Scout Troop Management Software. This article is not all-inclusive.

### General Information

Software	Maintainer	Platform	Cost
Scoutbook	BSA	Web/Mobile/Cloud	\$40/year max plus \$1/Scout/year
Scoutfuture *CODE FOR SALE*	derek.pruitt@gmail.com	*FOR SALE* Web/Mobile/Cloud	*Program code is for sale.*
ScoutManager	ScoutManager.com	Web/Mobile	\$45/year, unlimited users/Scouts
ScoutMode	ScoutMode.com	Web/Mobile	Free for Scouts and Parents & \$99 a year/Troop
Troopkit	troopkit.com	Web	\$18/year
Youth Manage	Muskrat Software LLC	Web	\$45/year (standard)
eTrail To Eagle]	eTrailToEagle.com	Web	\$19.95 a year
Scout Soft	SBF Publication Company, Inc.	Desktop	\$59 for new user for 1 year
ScoutRoom.net	Scoutroom LLC	Web	\$49/year
TroopTrack	TroopTrack LLC	Web/Mobile	\$99/year
TroopMaster/PackMaster	Troopmaster Software, Inc.	Desktop/Web/Mobile (add-on purchases for Web & Mobile)	\$44.95/1yr, \$59.95/2yr, \$69.95/3yr
TroopMaster Web 2.0/PackMaster Web 2.0	Troopmaster Software, Inc.	Desktop/Web/Mobile (Apple/Android)	\$79.95/1yr, \$139.95/2yr, \$179.95/3yr
TroopWebHost	Web Host Services LLC	Web	\$99/year
TroopWebHostCS	Web Host Services LLC	Web	\$99/year
TroopSheets	troopsheets@gmail.com	Web/Mobile	**FREE**

#### Table Explanation

- *Software*: Name of the application
- *Maintainer*: Company or group responsible for the application
- *Platform*: What does it run on
- *Cost*: Base pricing information. (Note, many offer multiple year discounts, renewal, or other forms of discounts. This is just the base pricing information.)

Features

Software	Pack/Troop/Crew/Ship	Integrates w/BSA ScoutNet®	Access By Whole Troop	Shared Group Calendar	Group Email Lists	Duty To God Tracking	LDS	Finances	Online Payments	Mobile	Web
Scoutfuture	troop	No	Yes	Yes	Yes	No		No	Yes		
ScoutMode	troop	Yes	Yes								
Scoutbook	pack/troop/crew	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Scout Manager	pack/troop	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	
eTrail To Eagle	troop	Yes	Yes	No	Yes	Yes		No	No	Yes	
Youth Manage	pack/troop		Yes	Yes	No	No		No	No		
Scout Soft	troop	Yes	No	No	No	Yes		No	No		
ScoutRoom.net			Yes	Yes	Yes	No		No	No		
Troop Track	pack/troop/crew/ship	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Packmaster	pack	Yes import/export csv files	PackMaster Web purchase req'd	Yes	Yes	Yes	Yes	PackLedger purchase req'd	No	PackMaster Web purchase req'd	PackMaster Web purchase req'd
TroopMaster Web 2.0	troop/crew/ship	Yes	Yes	Yes	Yes and text	Yes	Yes	No pending	Yes	Yes	Yes
Troopmaster	troop/crew/ship	Yes import/export csv file	TroopMaster Web purchase req'd	Yes	Yes	Yes	Yes	TroopLedger purchase req'd	No	TroopMaster Web purchase req'd	TroopMaster Web purchase req'd
TroopWebHost	troop	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
TroopWebHostCS	pack	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
TroopSheets	troop	No	Yes	No	Yes					Yes	Yes

**Table Explanation**

- *Software*: Name of the application
- *Troop/Pack/Crew/Ship*: Does the software work for and provide specific features for Troops, Packs, Crews, Ships, etc?
- *Integrates w/BSA ScoutNet®*: Although BSA is no longer offering *certification*, this software syncs with BSA ScoutNet®.
- *Access by Whole Troop*: Many times, software is just for troop leaders. Can the rest of the troop (Scouts, parents, etc.) use it?
- *Shared Group Calendar*: Is there is a group calendar of events share-able and view-able by the whole troop?
- *Group Email Lists*: Does it offer a single address email that can email the whole troop?
- *Duty to God Tracking*: Troops across most world religions have these awards
- *LDS*: Supports specific LDS scouting requirements
- *Finances*: Allows troop to track finances to some level.
- *Online Payments*: Allows a Pack/Troop to accept online payments from adults/scouts for activities.
- *Web*: Web-based application, accessible from any internet-enabled device.
- *Mobile*: Native iOS/Android mobile app or mobile-enabled website that supports core software functionality

**APPENDIX B**

**SAMPLE MEMORANDUM FOR A FINANCIAL INSTITUTION**

Boy Scouts of America

Troop \_\_\_\_\_

Mailing Address

\_\_\_\_\_, 20XX

TO: Financial Institution

Boy Scouts of America Troop \_\_\_\_ (EIN: XXXXXXXXXXXXXXXXXXXX) chartered by \_\_\_\_\_ met on \_\_\_\_\_, 20XX and wishes to open the troop's checking account at your bank. Further, the committee designated the following individuals with signature authority: \_\_\_\_\_ and \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

Troop \_\_\_\_ Committee Chairperson

\_\_\_\_\_  
Charter Unit Representative

**NOTE: This form could be modified slightly to change signers on an existing account.**