

Sea Scout Region and Area Finance Addendum

to National Sea Scout Standardized Operating Procedures



This addendum to the National Sea Scouts BSA Standardized Operating Procedures describes appropriate policies and procedures for maintaining and managing a Regional or Area Sea Scout budget and an associated operating account.

The purpose is to (1) Protect the Boy Scouts of America, the Region / Area Committee and the Region / Area Sea Scout Committee. (2) To ensure that the Sea Scout Committee acts as a proper steward of all funds and complies with the principle of separation of duties with regards to planning Sea Scout activities, financial transactions/accounts receivable, maintaining accounting records, and disbursements and (3) Use financial information to enable the Sea Scout Committee to adequately plan activities to include annual budgeting for events. Funds are not to be maintained by commercial banks, credit unions or other financial institutions. While setting up such an account is not a requirement for all regions and areas, if an operating account is to be maintained, the procedures here must be followed. The procedures are identical whether an area or a region.

1. The Regional or Area Sea Scout Commodore is authorized to establish a regional/area Sea Scout operating account that is maintained as a custodial account by a council within the region/area. The custodial council is designated by the Regional or Area Commodore and Regional or Area Sea Scout Director, with the approval of the custodial council Scout Executive. The custodial council is preferably the council of the Regional or Area Commodore or that of the Regional or Area Sea Scout Director. Regardless of the custodial option selected, the Sea Scout Committee's funds must be clearly identified, reserved for the purpose intended, accounted for, and reported on at every Regional or Area Sea Scout leadership meeting. The Regional or Area Sea Scout Commodore may appoint a financial officer to serve as a liaison to the council representative who is responsible for managing the Sea Scout Committee's custodial account. The financial officer will assist the Region or Area Commodore in preparing financial reports to the committee. The Sea Scout custodial account will undergo periodic auditing to insure transparency.
2. All regional / area Sea Scout revenues and expenses shall be processed through the established financial accounting system of the custodial council according to BSA national fiscal policy. Through the council, the Sea Scout Committee should avail itself of the ability to process credit card and debit card transactions by Sea Scout event participants. Normally, a credit card transaction fee is incurred, and it is recommended these fees should be included in the event fee.
3. The Regional or Area Sea Scout Director shall be responsible for authorizing all disbursements from the Regional or Area Sea Scout operating account.
4. At the start of a new program year, the Regional or Area Sea Scout Key 3 (Commodore, Boatswain, and Director) with the assistance of the Sea Scout Committee Financial

Officer should review the Sea Scout operating budget funded by events of the past year. This together with any planned events form the basis for the Sea Scout operating expenses for the year. In order to address changing needs, the key 3 may amend the Sea Scout operating budget at any scheduled meeting. A scheduled meeting is defined as one that has been scheduled in advance and includes face to face and teleconference meetings. In an emergency situation, a non-scheduled meeting can be convened to address any fiscal or budget issues. Any amended budget must take into consideration the availability of funds and/or funding resources.

5. Budget expenses may include, but are not limited to printing, postage, and telecommunications expenses, area or region training event fees, and recognitions such as Region and Area level Sea Scout Leadership awards. Since Commodores are expected to support their own service financially and pay their own expenses for travel and participation in events, none of these funds may be used for this purpose. If possible, portions of the travel expenses for the Area or Regional Boatswain or Quarterdeck may be subsidized by the fund.
6. The primary source of Sea Scout income will be the regional or area events such as Sea Scout Academies, Rendezvous, and Seabadge courses. These funds shall be remitted to the custodial council by the service council within 45 days following the event. In addition, the event budget will be reconciled to ensure that all expenses and disbursements have been accounted for. A final report of the event budget will be submitted to the Regional or Area Commodore and to the Regional or Area Sea Scout Director.
7. The Regional or Area Quarterdeck may elect to pursue a secondary source of income (e.g., sale of Sea Scout memorabilia, clothing items, or patches), subject to the approval of their supervising Commodore and Sea Scout Director, provided that such activity does not infringe upon the fundraising efforts of local councils. BSA branding and licensing guidelines must be followed where applicable.
8. The Regional or Area Sea Scout Committee may accumulate and maintain a monetary reserve in excess of the normal annual Sea Scout operating budget. The purpose of this reserve shall be to cover unusual, but necessary expenses (such as those incurred by the Boatswain attending an unexpected leadership meeting or event) as well as to support biennial or quadrennial events such as Koch Cup qualifiers or Seabadge courses.

Revisions

This document last updated 11 April 2019. Send comments and suggestions for future revisions to operations@seascout.org.