



Office of the Catholic
Committee on Scouting

DIOCESE OF ST. PETERSBURG

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FINANCIAL COMPLIANCE REQUIRED OF CUB SCOUT PACKS, BOY SCOUT TROOPS and VENTURING CREWS

All units chartered by a parish / school under the financial guidelines of the Diocese of St. Petersburg are required to comply with the financial requirements for operation of all parish organizations. **(DOSP Policy 12/15/1999)**

The steps to compliance are:

1. Unit will provide a roster of adult leaders to include address, phone, and position in the unit to the Chartered Organization Executive Officer (pastor), and the Diocesan Catholic Committee on Scouting.
2. Chartered Organization Representative, Committee Chair and the Treasurer of the Unit will provide and meet with the Chartered Organization Executive Officer. At this meeting the treasurer will provide the following:
 - a. The names of all individuals who have signatory status on current checking account.
 - b. Copy of the latest bank statement.
 - c. A financial budget of planned Income and Expenses for the fiscal year July 1, 2006-June 30, 2007. This will be required annually by July 15th.
 - d. A year-to-date quarterly report for Income and Expenses for the period of July 1-September 30. These reports will be required each quarter by the 15th of the month after the quarter. The schedule for these reports are:

1. July 1 – September 30	Due October 15 th
2. October 1 – December 31	Due January 15 th
3. January 1 – March 30	Due April 15 th
4. April 1 – June 30	Due July 15 th

3. The Executive Officer of the Chartered Organization (Pastor) may require the unit to change all its accounts to same financial institution used by the Chartered Organization (Parish / School). If required you must comply.
4. The Executive Officer of the Chartered Organization will approve upon recommendation of the unit committee, all individuals who will have signatory status on the account. The Executive Officer and his designate in his absent must be one signature on all checks issued by the unit.
5. All checking accounts will require two signatures on each check!
6. All accounts of the unit are required to be listed or change to the following:

Example: St. Brendan Catholic Church
 Boy Scout Troop 298
 (Parish Office Address)
 (Parish City, State and Zip)

7. All statements of the unit will be sent to the Chartered Organization. A copy will be kept on file in the parish office then forwarded or picked-up by the unit treasurer on a monthly basis. This is required to meet the guidelines of the diocese, federal tax id and state exemption by an organization.
8. Once your unit is in compliance the unit then can receive a copy and use the Tax Exempt Number of the Chartered Organization.

Any questions or clarifications regarding the above should be directed to the - Diocesan Catholic Committee on Scouting or the Office of Finance at the Pastoral Center.