

FISCAL POLICIES AND PROCEDURES FOR COUNCIL SPONSORED UNITS***Frequently Asked Questions*****Should our unit have a checking account? Who is responsible for the finances of the unit?**

Yes, unit funds should be deposited in a checking account that has at least two individuals with access to review monthly bank transactions. For most financial institutions, you will need a unique EIN for your unit. Units obtain their own tax ID number by completing IRS Form SS-4, which now requires the designation of an individual as a responsible party, which is usually the Committee Chair. See <https://seattlebsa.org/resources/unit-finance-resources/> for instructions on requesting an EIN with the IRS.

The unit committee is responsible. Units should provide bank statements and financial reports to the Council at least annually for their review.

Should our unit consider insuring our unit equipment?

Yes, assets such as trailers, boats or other vehicles should be insured. Please contact the Director of Support Services with information so we can insure your assets through the Council insurance policy. The unit is responsible for the cost of insurance.

Who is responsible for paying the annual charter fee?

Units are responsible for the annual charter fee and registration fees for members.

Can our unit deposit funds with the council?

Yes, Chief Seattle Council has two types of accounts for units to deposit funds with the Council, Escrow and Unit Accounts. The Escrow account is used for membership and recharter fees. The Unit Account is for use at the Council Trading Post and for council activities, trainings, and camps. If funds need to be taken out of these accounts, a unit may request the funds to be disbursed via check with approval from two of your unit key three.

When should our unit submit a BSA Unit Money-Earning Application?

For all unit fund raising, with exception of the annual popcorn sale, approval must be given by the chartered organization and the council.

Is our unit considered tax-exempt by the IRS? Can our unit be exempt from state sales taxes?

The tax status of your unit is the same as that of your chartered organization. The Council is a 501c3 nonprofit corporation, which means we are exempt from Federal Income taxes. Washington does not have an exemption for nonprofits to be exempt from sales tax.

One or more of our volunteers work for companies that match volunteer hours. Can the corporate contributions to Chief Seattle Council be passed-through to the unit?

Contributions from corporations for matching volunteer hours are not allowed to be given directly to the unit reporting the volunteer hours. Chief Seattle Council uses these contributions to fulfill the mission of scouting by offering scouting programs, outdoor adventures, training, unit service, and camperships.

If we can't solicit gifts for our unit? Does that mean people can't make gifts to our unit?

Units are not permitted to solicit gifts. Anyone can contribute, but the donor would not receive a charitable deduction.

Can my unit credit amounts from fundraising to an individual toward their expenses?

Expenses must be reasonable and related to Scouting for youth to "earn their own way."

What happens to the unit funds and equipment should the unit dissolve?

The unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the council.