Financial Policy

Approved by LEC February 23, 2010

Lodge Chief
Timothy M. Cruz

Lodge Treasurer
Patrick J. Ostwald
This Document
This document replaces all previous documents regarding lodge financial policies. The following Lodge Financial Policy is referred to in the Lodge By-Laws (Article VIII – Section 5) which can be found on the back cover of this packet. Included as inserts are all the financial forms that will be used by the lodge in their most current printing. These forms can also be found on the lodge’s website, www.kittanlodge.org.

Lodge Finance Policy

- The following distribution must be used for all financial documents including but not limited to Check Requests, Event Budgets and Transmittal Records;
  - Lodge Treasurer
  - Lodge Chief
  - Lodge Advisor
  - Assoc. Lodge Advisor – Finance
  This can be done via email, regular mail or hand delivery.

- The most current printing of financial forms provided by the Lodge must be used. These include the following;
  - Transmittal Record, Event Budget, Check Request, Inventory, Inventory Transfer and Service Grant forms.
  Current copies of all forms are available on the lodge website www.kittanlodge.org, the Yahoo Groups site, from the Lodge Treasurer or from any Lodge Advisor.

- Lodge Funds not identified in the annual budget will require approval by the Lodge Executive Committee (LEC) using regular meeting and voting procedures.

- Lodge Funds identified in the budget, or approved through normal voting, will require a check request be submitted to the Lodge Treasurer. The check request will then proceed to the Council.

- Chapter funds can be used at the discretion of the Chapter provided the Chapter submit the appropriate paperwork to the Lodge: Chapters must submit a check request to the Lodge Treasurer. If the check request is for an event, it must be submitted with an event budget form prior to the event. Chapter funds will be tracked by the Lodge Treasurer and verified by the Assoc. Lodge Advisor – Finance
  - If the Chapter has sufficient funds the check request will proceed to the Council.
  - If the Chapter has insufficient funds then the check request must be approved by the LEC before proceeding to the Council.

- Check requests will only be granted to Chapters if budget forms, transmittal record and applicable funds from all prior events are not outstanding.

- Checks are written or “cut” from the Council office on the 1st and 15th of the month. Please plan accordingly, allowing the council support staff sufficient time to accommodate the check request.

- Council checks can only be made payable to Businesses, Chapter Advisors or Lodge Advisors.
• Upon cutting a check, the council support staff will copy the check on the provided space of the check request and provide the Assoc. Lodge Advisor – Finance a copy. He will then distribute this completed form to the Lodge Treasurer, Lodge Advisor and the requester so funds can be accounted for.

• Event Follow-up - Funds and completed Transmittal Record must be submitted to the Council Office within 10 Business days of an event by the Lodge/Chapter Advisor. This can be done through the mail, hand delivered, or through a Lodge Advisor. Copies of the Transmittal Record, completed Event Budget form (with actual figures and a youth signature), and copies of all receipts must be supplied to the Assoc. Lodge Advisor – Finance. The Lodge Treasurer shall perform this function for all Lodge events; the Chapter Chief or his designee shall perform this function for all Chapter events. The Assoc. Lodge Advisor – Finance will inform the Lodge Treasurer and the Lodge Advisor.

• All funds submitted to Council must include a properly completed Transmittal Record. The Transmittal Record will include details of the event and proper account codes. The Transmittal Record will allow the Council office to properly credit the Lodge and/or Chapter with funding.

• Individuals paying for events by check should make checks payable to: "Twin Rivers Council - OA"

• The Assoc. Lodge Advisor – Finance, receives monthly feedback from the council; this feedback will be provided to the Lodge Treasurer. Combined with the Transmittal Records the Lodge Treasurer prepares a Treasure’s report for the Lodge Executive Committee Meeting (LECM) including but not limited to Chapter and Lodge balances.

• Lodge memorabilia, flaps and national supply items are maintained in chapter inventories as required. This inventory is tracked by the Lodge Treasurer through the use of Inventory Forms and Transfer of Inventory Forms. These forms are to be submitted along with a Transmittal Record with the submission of trading post funds. Chapters will not be charged for inventory that is accounted for.

**Bank Check Recommendation**
In the event you cannot visit the Council Office with cash from your OA Event the Lodge would recommend that you obtain a bank check. Cash can be turned into a bank in exchange for a single bank check made out to "Twin Rivers Council - OA". Most banks will provide this service for the Boy Scouts free of charge. You can then submit the bank check with the personal checks and your completed Transmittal Record to the Council.

**Changing This Document**
This document can be changed by the LEC using regular meeting and voting procedures.

**About Kittan Lodge**
Lodge By-Laws
Article VIII – Finances

Section 1. All Order of the Arrow funds shall be handled through the Council Scout Service Center in Albany, NY, and go through all normal accounting procedures used by the Council.

Section 2. Dues shall be paid to Kittan Lodge and a current membership card shall be issued by the Lodge Secretary and distributed immediately to all paid and registered members.

Section 3. The annual budget is submitted by the Lodge Treasurer and approved by the Lodge at the Annual Business Meeting. In the development of the annual budget, funds shall be made available for the mailings, activities and annual expenses of the Lodge.

Section 4. The registration and induction fees for all Lodge events will be determined by the Lodge in the annual budget as well as the annual dues rate.

Section 5. All other financial policies are stated in the Lodge Financial Policy approved by the Lodge Executive Committee and maintained as a separate document from the By-Laws.