Activity Planning – making payment arrangements.

Scout and Adult Tour Leaders:

Planning: please make planning for payment a critical part of planning the activity – **guide the Scouts in thinking this through part of the timeline** – anticipate payment/deposit deadlines and teach the importance of making payments when due/not asking for extensions for payment deadlines missed - find out if vendors take credit cards over the phone or at the site – plan for who can make credit purchases for the troop – plan for allowing time to properly request a check, mail it and verify receipt - plan for how payments during the event will be achieved and how payments will be adjusted for headcount changes.

The goal is to make planning and leading our trips (and paying for and getting reimbursed for trip costs) as easy as possible - but we have an obligation to protect the troop's funds. Since the troop's primary checking account sees substantial amounts pass through it each year, any practice that exposes that account to loss must be avoided. Therefore, please consider that ***no checks will be issued that are partially complete; lacking the payee, the amount, or both of the two required signatures*****.**

1. ***The simplest way*** to make payment for a deposit, purchase grub, make approved equipment purchases, make travel arrangements, pay at the venue - ***is with a credit card****.* The cardholder can get the reimbursement within a week of making the purchase and well prior to paying their credit card bill.

2. ***For venues that do not take cards, requesting a check at a Monday Troop meeting is the best practice*** - sufficiently in advance to get the check to the vendor when due.

3. ***For payments that must be made at the venue (***due to uncertain amount, uncertain payee, headcount changes or other uncertainties)/ credit card (still the preferred option), personal check or cash from one of the leaders are the options, but should be planned in advance.

    - A troop check obtained in advance, transported blank, and written & signed by two signers on-site (at the same location) is the least preferred option. No half sighed (one signature checks) will be released.

Check requests: *Since Troop 29 requires dual signature*, the only practical methods for obtaining a completed check are requesting and obtaining one *at the regular Monday night troop meeting* prior to the event, or by having two signers on the trip and making advance plans to take an entirely blank check.

– requesting a check should be accomplished by presenting a printed invoice or published fee schedule
– Monday night is also the time to obtain blank check(s) and place them in the hands of one of the two signers. **Completely blank checks are still valuable documents** and must be safeguarded, tracked, issued with care, and promptly returned if not used ..
– current signers are Randy Spencer, John McNamara, Wendy Owen, Bob Forman and Jim Mariner
– please take responsibility for mailing or delivering the check, and verifying receipt

CASH: The troop maintains no cash – any cash needed must be planned for; obtained and safeguarded by the leader that will make payment. *[This includes change needed for fundraising events - Cash & Checks from fundraising should be turned in weekly – after being counted by two individuals]*

FedEx: Since Troop 29 strives to keep costs affordable, *we do not FedEx payments to vendors* – so please move up the requesting and mailing of payments to include 5-7 days for regular mail.

Credit: Consider & be sensitive to activity planners & tour leaders financial preferences - some adults wish to avoid credit, use only debit, or have limited credit availability on their credit/debit card– ask if the adult is comfortable making the purchase and if they are not, respect their preference and their privacy and find another adult who is willing. .