



Council Unit Account Policy

Effective Date: March 9, 2026 Revision Date: March 30, 2026

Unit Accounts are financial accounts maintained by the Council on behalf of individual units. Units deposit funds into their account and the Council manages the balance until the Unit directs the funds to be used.

For this policy, the “Unit” refers to the Committee Chair, Unit Leader, Charter Organizational Representative or any designated user authorized to act for the unit.

Account Guidelines

- Units receive a quarterly balance statement.
- Unit accounts may not carry a negative balance at any time.
- Units may set restrictions on who can make purchases using unit funds. Restrictions must be emailed to DenverScoutShop@Scouting.org.

Deposits

- Deposit at the Council Office / Scout Shop or online ([DEPOSIT LINK](#)).
- Accepted forms: Cash, Check, Credit Card.

Authorized Use of Funds

- Scout Shop purchases
- Membership registration fees
- Council event registration fees
- Withdrawal by check

Tax Exemption (Scout Shop Purchases)

- Units chartered by the Council are automatically tax exempt based on the Council list.
- Other units must provide a copy of their charter partner’s tax exemption documentation to the Scout Shop.
- Documentation may be emailed to DenverScoutShop@Scouting.org or provided as a physical copy.
- Tax exemption becomes active on the date valid documentation is received.
- Sales tax paid prior to exemption approval will not be refunded.

Money Withdrawal

- A 'Check Request' form must be submitted to the Council Office.
- Estimated processing time is 10–15 business days.
- Forms are available on the Council Customer Service website.

By signing below, the Unit and Council acknowledge and agree to the terms of this Council Unit Account Policy.

SW Unit Number:	Unit Representative (Print Name):	
Signature:	Date:	
Council Representative (Print Name):	Title:	
Signature:	Date:	