**Unit Account Policies**

What are Unit Accounts?

Unit accounts are a convenient form of payment that the Mecklenburg Scout Shop offers its units. Put as much or as little money in your account as needed and then use it to make purchases in the store, pay registration fees, event fees, and much more. Avoid the security risk of handing out numerous unit bank cards, blank checks, or the hassle of issuing reimbursements each time a purchase is made. Rest easy knowing that only the people you designate as authorized users can make charges to your account and that we check the authorized users list each time a purchase is made.

Adding Money to your Account

It’s easy to add money to your unit account. Come by the Scout Shop in person to use a credit/debit card (limited to $500) or save yourself a trip by dropping a check (unlimited) in the mail to 1410 E. 7th Street, Charlotte, NC 28204. Please be sure to include the unit type (pack, troop, crew, post, team) and unit number on the check as well as an indication that it is to go on the unit account.  
Funds are available for use immediately after they are received on account.

Authorized Users

You may authorize as many people as you like to use your unit account but you must authorize at least one. They do not HAVE to be registered in your unit but it is highly recommended. Authorized users will be the only people allowed to charge purchases to the unit account. If the person is not listed as an authorized user at the time of the sale, they WILL NOT be allowed to use the unit account. NO EXCEPTIONS. The cashier will note which authorized user conducted each transaction on the receipt as “Per user’s name.”

Authorized users can be updated at any time by the Unit Leader, Chartered Organization Representative, or Committee Chair.We also ask that each unit complete the Authorized User Update Sheet provided in the unit’s recharter packet each year.

A Scouting Professional (such as, but not limited to a District Executive) may use a unit’s account with verbal permission from the unit on a case-by-case basis. The cashier will note which professional authorized each transaction on the receipt as “Per professional’s name.”

The Council Registrar may use the unit account to refund registration fees that were paid in error. The Council Registrar will note on the receipt why the registration fees are being refunded.

Account Balance

Two receipts are provided with each unit account transaction. One receipt is an itemized record of the sale and the other shows only the total amount charged to the account. Both receipts show the account balance after the charge for that transaction. It is up to the authorized users to provide the treasurer a copy of this receipt for the unit’s records. An authorized user may call at any time to find out the account balance.

Account Reports

There are two reports that can be requested in person at the Scout Shop or by email sent to [Jennifer.Adkins@scouting.org](mailto:Jennifer.Adkins@scouting.org) at any time. These reports are the Account History and Sales History. The Account History report shows money received on account as well as money charged to the account. The Sales History report is an itemized record of each transaction. Both reports show the account’s ending balance.

Insufficient Funds

Your current balance is listed on each receipt and will show as a negative number (ex: **-**100.36.) The negative indicates that you have that much credit on your account. Under NO circumstance will the Scout Shop allow a unit to owe money (have a negative balance) to the Council. If your balance somehow becomes negative at any time you will be required to bring the balance to 0 before any further use of the account is allowed.

If there are insufficient funds to pay for a purchase you may choose to either pay for the whole transaction with cash, credit, or check OR use the balance in the account and then pay the difference with cash, credit, or check. Additional copies of the receipt can be provided to turn in for reimbursement from your unit.

Unit Account Closure

When a Chartered Organization decides to discontinue their relationship with the Mecklenburg County Council for any reason they may request a return or donation of their unit account balance. The request must be made by the unit’s Chartered Organization Representative (COR) by filling Unit Account Closure Request Form and returning it to the Store Manager. If no request for funds is submitted within 90 days of unit closure, the funds will be donated to Mecklenburg County Council, Boy Scouts of America

Questions?

Please contact the Store Manager, Michelle Roberts, with any questions regarding Unit Accounts. She can be reached at (704)342-9323 or [Jennifer.Adkins@scouting.org](mailto:Jennifer.Adkins@scouting.org)