



December 2013

2014 LOCAL COUNCIL CHARTER RENEWAL APPLICATION DUE 2-1-2014

TO: Scout Executives
FROM: Council Operations Group

What's New for 2014?

The "Computation of Estimated National Service Fee for 2015" section has been rewritten.

Please complete the **original and one copy** of the attached forms, and send the original to Mission Impact Team, S210 at the national office by **February 1, 2014**. Keep the copy for your records. **Make sure you fill in all the information requested on the back of the application before you sign, and supply all of the information at the bottom of page 3.**

*You must complete year-end GL entries and close period 12 financial information by January 31, 2014, and transmit month end period close.

Collection screens in ScoutNET (e-forms) will be used to complete the remaining tasks related to your council charter renewal:

- Listing of traditional districts and whether they qualified as Journey to Excellence districts
- Percentage of return (realized gain + unrealized gain + income) from your Investments fund in 2013
- Statement of functional expense for 2013, including a time study for: Program %, Management %, and Fundraising %
- Journey to Excellence unit achievement
- Service fee payment schedule months

Have you:

Completed all of the e-forms including the Journey to Excellence unit achievement?

Signed the Charter Application?

Listed all emails requested?

Listed all insurance carriers with policy numbers?

Listed your auditor information?

Entered your Enterprise Risk Management chair information?

Attached: *2014 Application for Renewal of Local Council Charter

*2015 National Service Fee Agreement (back of application form)

SPECIAL NOTE: These fillable forms can be accessed and completed online by going to MyBSA>Resources>Mission Impact>Organizational Solutions>Council Resources.

Please call Stan Willey at 972-580-2381 with any questions or concerns.

cc: Management staff
Regional Support Service



APPLICATION FOR RENEWAL OF LOCAL COUNCIL CHARTER

for the year beginning July 1, 2014
Signed original or copy due to
Mission Impact Team, S210, national office
before February 1, 2014.

Region _____ Area _____
Council No. _____
Headquarters city and state _____

The Boy Scouts of America charters local councils in order to accomplish its purposes and carry out its programs. The charters are issued for a period of one year and may be renewed annually upon application by the local council. The renewal of the charter is based on annual reports that show satisfactory efforts to meet the responsibilities of a local council in the corporation. The Boy Scouts of America may revoke or decline to renew council charters for failure to comply with the Bylaws, Rules and Regulations, or policies of the Boy Scouts of America, or in any instance where it deems such action advisable in the interests of Scouting.

The _____ Council, Boy Scouts of America, hereby applies for renewal of its charter for the year beginning July 1, 2014. The accompanying summary reports are offered as evidence of satisfactory effort to meet our responsibilities as a local council as required by the Bylaws and Rules and Regulations of the Boy Scouts of America.

This application has been reviewed and approved by the executive committee or executive board at a duly called meeting on _____, 20____, at which meeting a quorum was present, and the council specifically accepted its obligation to cooperate with the Boy Scouts of America and its representatives in promoting the program of the Boy Scouts of America in accordance with the provisions of the Charter, Bylaws, resolutions, policies, and Rules and Regulations of the Boy Scouts of America. We certify that in this council, membership is open to all boys and young adults who meet the membership requirements of the Boy Scouts of America; that it is the policy of this council that both membership in Scouting and advancement and achievement of leadership in Scouting units are open to all youth members without regard to race or ethnic background; and that achievement in Scouting is based entirely upon individual merit. This council is a participant in the Boy Scouts of America national general liability insurance program and is responsible for attaching the unit insurance fees to the unit charter renewal application. The Scout executive's letter of employment has been reviewed as part of the annual performance review process.

This council agrees to pay a Charter Fee of \$100, which will be invoiced in January 2015, as well as a National Service Fee estimated to be \$_____. The final amount of the fee will be based upon data extracted from the council's general ledger, and using the formula outlined in the section "Computation of Estimated National Service Fee for 2015."

This council agrees with and accepts credit terms of the National Council, and to the payment of a "late payment charge" commensurate with the laws of the state of Texas, from which invoices are issued.

Data submitted, to the best of our knowledge, represent an accurate and complete report of requested information. Finance reports have been prepared in conformity with accounting standards set forth in the *Local Council Accounting Manual*.

Signed _____
Scout executive _____ Date _____

Scout executive (print or type)

Email address _____

Signed _____
President _____ Date _____

President (print or type)

Email address _____

Signed _____
Treasurer _____ Date _____

Treasurer (print or type)

Email address _____

1. Mail checks to address as shown on monthly statement or invoice.

2. Required financial audit report for fiscal year ending December 31, 2013. One copy of the audit and management letter is due to the Finance Impact Department, S219, by June 1, 2014.

Our accounts { have been audited ☐
will be audited ☐ by _____
(Name of CPA)

Email address

Computation of Estimated National Service Fee for 2015

(The 2015 fee will be subject to adjustment after a review of the council's 2013 independent financial audit.
Final data values to be used for the calculation will be drawn from the council's general ledger.)
Round all figures to the nearest dollar.

1. 2013 professional salaries (account No. 7002) for all funds.
(all funds being defined as Operating, Capital, and Endowment) \$ _____
2. 2013 office salaries (account No. 7003) for all funds.
(all funds being defined as Operating, Capital, and Endowment) \$ _____
3. Calculate the qualifying salaries for use in determining the 2015 National Service Fee
(sum of 1 and 2 above) \$ _____
4. The council's National Service Fee for 2015 is 3.5 percent of the qualifying salaries above*
(multiply 3 above by .035) \$ _____

*For those councils that will be charged a National Service Fee of \$40,000 or greater for the year 2014, their fee will increase at the same rate of qualifying salary growth from 2012 to 2013, not to exceed 10 percent.

Examples:

- 1) If the council's 2014 National Service Fee will be \$48,783 and the qualifying salaries recorded in accounts 7002 and 7003 increased by 6.2 percent from 2012 to 2013, then the council's National Service Fee for 2015 would also increase by 6.2 percent, or be \$51,808.
- 2) If the council's 2014 National Service Fee will be \$48,783 and the qualifying salaries recorded in accounts 7002 and 7003 were the same or decreased, the council agrees to and will be invoiced a National Service Fee of \$48,783 for 2015.

The council has the option as to how many equal installments it wishes to be invoiced during the months of February through November 2015. This must be communicated by using the e-form that is available to council management. Not completing the e-form indicates the council agrees to a single invoice in November 2015, which will have payment terms of net 30.

Insurance Summary

Information and instruction for completing a certificate of insurance is as follows.

- A. Each vehicle licensed for the road that is owned, non-owned, leased, hired, or rented by the council must carry \$500,000 combined single limit (CSL) liability coverage.
- B. Vehicles that are owned, non-owned, leased, hired, or rented by employees are not required by the National Executive Board to have the \$500,000 (CSL) liability insurance. However, be aware that the only non-owned automobile liability coverage provided through the BSA's general liability insurance program for official Scouting activities of an employee's personal vehicle is in excess of \$500,000—the same coverage provided for council-owned or long-term leased vehicles. The council should determine the best method by which to finance the first \$500,000 of CSL liability exposure for vehicles used, but not owned, by the council.

Liability Insurance Limit—\$500,000 combined single limit coverage (or equivalent). Councils should not insure for more or less than the \$500,000 CSL. Hired Car and Non-ownership Automobile Liability should be added to the policy to cover the council's exposure on automobiles owned, non-owned, leased, hired, or rented by employees and used on official Scouting activities and for the temporary rental of automobiles to be used on official Scouting activities. Non-owned automobile liability on volunteers' vehicles remains under the national liability program.

If council has no owned or leased vehicles, insurance should still be purchased to cover the council for non-owned automobile liability for employees only.

- ☐ We certify this council is in compliance with the Boy Scouts of America automobile liability requirements.
- ☐ We have purchased owned, non-owned, leased, hired, and rented automobile liability insurance for our employees while engaged in local council business:
- Carrier _____ Policy No. _____
- OR**
- ☐ A above: Carrier _____ Policy No. _____
- ☐ We have an enterprise risk management committee (health and safety/risk management).

Our enterprise risk management chair is _____

Mandatory	Name	Email address
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Staff Advisor _____

Name

Crime/bond/fiduciary liability insurance:	Carrier _____	Policy No. _____
Workers' compensation insurance:	Carrier _____	Policy No. _____
D&O excess insurance (optional):	Carrier _____	Policy No. _____
Property insurance:	Carrier _____	Policy No. _____
Other:	Carrier _____	Policy No. _____