

5 November 2006

Dear Presidents of Attached Councils and Praesidia,

GUIDANCE FROM CONCILIUM FOR TREASURERS

REPORTS: Reports, annual for praesidia and monthly for a council, must be more detailed. This means listing and reporting at the meeting all sources of income including the amount, and all expenses including to whom and the amount.

CHECK. All checks written from a council bank account require two signatures. All council checking accounts must be in a bank, and be of the non-profit type such as the boy scouts.

AUDITS. Whenever an audit is done from the praesidium level up a report must be submitted to the next higher level, i.e., praesidium to curia, curia to Regia and Regia to Concilium. The report, which can be in the form of a simple memo, should state the names of the auditors, what they checked and the results. For example, at the praesidium level the auditors should check the math (additions for income and subtractions for expenditures), check all expenditures and the respective receipt, and whether the expenditure was appropriate. Please consult the Handbook for guidance on appropriate expenditures. If there is a question, ask the Treasurer the next level up. At council level auditors are approved by the body.

UNUSUAL EXPENDITURES. For councils, unusual expenditures must be approved by the body. It may be necessary to have the body define unusual. For a praesidium, consult the Handbook.

In the service of Our Lady,

Dennis G. Monroe, Regia President