

How Troop 3054 Builds Its Budget

The annual budget process · Owned by the troop committee · Adopted by committee vote, Oct 14, 2026

ADOPTED · OCT 14, 2026

Our Financial Controls say the committee develops an annual budget showing expected income and expenses, and that every expense is approved in the budget or by a later amendment (Bill Payment, rule d). This page sets out how that happens each year: when, who supplies which numbers, and how the committee approves it. The Scouts plan the program first, and the budget follows the program.

THE BUDGET CALENDAR

1	By April 30	Program calendar. The Patrol Leaders' Council holds its annual planning conference and produces next year's program calendar.	PLC; the Scoutmaster shares it with the Committee Chair and Treasurer
2	First week of May	Line amounts. Each line's owner supplies an amount from the new calendar and last year's actual spending.	Line owners (below)
3	4 days before the budget meeting	Draft. The lines are combined into a draft, with last year's actual amount beside each one, and sent to the committee.	Treasurer and Committee Chair
4	May committee meeting	Adoption. The budget is the main item at the May meeting, the committee's last of the year. The committee adopts it by recorded vote in the minutes, and the Treasurer signs it.	Troop committee
5	By June 30	Publish. The adopted budget is posted to the members' section of the troop app, so it's in place before the year starts July 1.	Treasurer

WHO SUPPLIES EACH LINE

Advancement Coordinator	Rank and merit badge awards, from the number of Scouts and the Courts of Honor on the calendar
Scoutmaster	Program supplies, from the meetings and campouts on the calendar
Equipment Coordinator	Troop gear (the trailer isn't registered, so it has no yearly cost)
Webmaster	Website, domain and troop app
Fundraising Coordinator	The troop's share of fundraisers the committee approves
Treasurer	Unit charter, donations, other income, and last year's actual amounts

THE RULES

Fiscal year. July 1 to June 30, so each budget is built from the calendar the Scouts plan in the spring. The Treasurer's statements run January to December, so the Treasurer reports fiscal-year totals for the budget.

Estimating income. Count only income the troop can rely on: recurring income at last year's actual amount, donations already pledged, and the troop's share of fundraisers the committee has approved. Money credited to Scout accounts, like popcorn commission, and fees families pay for outings pass through the troop and are listed outside the budget.

Using reserves. When expected expenses are more than expected income, the budget shows the difference as coming from the troop's own money (the bank balance less Scout accounts), so the committee approves the draw when it adopts the budget.

During the year. The Treasurer's monthly report compares actual income and spending with the budget. Spending that isn't in the budget needs an amendment, as the Financial Controls require.

This year. FY 2026-27 is the first budget under this process, so it's adopted during the year rather than before it starts.

Maintainer. The Treasurer maintains this process and the budget template. The committee reviews this page each year at the May budget meeting.

NEXT YEAR'S DATES (FY 2027-28)

April 30, 2027	PLC program calendar done
May 5, 2027	Line amounts to the Treasurer
May 8, 2027	Draft budget sent to the committee
May 12, 2027	Committee meeting and budget vote (on the troop calendar)
June 30, 2027	Adopted budget posted in the troop app