



Club Financial Records

Camp Fire USA Patuxent Area Council uses a simple accounting system for clubs. You should use this system to manage club money. Because Clubs are run with donated funds, we need to be able to account for income and expenses, both to parents and the community.

The Club Financial Record form will help you track club money and can be used in conjunction with youth members serving as club treasurers.

Filing a copy of the Club Financial record at the end of the year with the Council Office is required. **All reports are due to the office on August 15th of every Year.** Clubs who have not returned their reports on time will be subject to audit by the council auditor. This process protect leaders and the council from liability should questions arise from parents or others in your community who have contributed to your clubs activities..

If you turn the leadership of your club over to another individual, you must pass the financial records on to that person.

For sites where there are multiple clubs meeting, it is important that each club maintain their own financial record.

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