BizBooks Pro
Desktop Accounting Software
12-Year Price Lock • Save $3,600+ • Your Data, Your Control

Cub Scout Pack Treasurer Guide

A Complete Accounting Workflow for BSA Pack Financial Management

Prepared for Pack 684 Board Meeting | February 2026

Overview

This guide provides a standardized accounting workflow for Cub Scout Pack treasurers using BizBooks Pro. The system is designed for:

- **Easy handoffs** between treasurers year-to-year
- **Clear year-over-year tracking** with organized accounts
- **Board-ready reporting** at any time
- **Audit-friendly records** with full transaction history

Table of Contents

1. Initial Setup

Bank Account

- Use the **Bank of America** checking account as the primary deposit/payment account
- All transactions flow through this account unless using Undeposited Funds (see Section 5)

Fiscal Year

- Scout year runs August through July (confirm with your council)
- Set fiscal year end in **Settings > Company Preferences**

Mobile Access

Connect your phone or tablet to your desktop BizBooks Pro install for access on the go:

- View reports at board meetings without bringing a laptop
- Check balances and payment status from anywhere
- See **Settings > Mobile Access** to set up your device

---

2. Managing Scouts (Customers)

Create each scout as a Customer using this naming convention:

```
[Year] [Den#] [LastName], [FirstName]
```

Examples (sorted as they'll appear in the system):

```
2024-2025 Den1 Adams, Billy
2024-2025 Den1 Miller, Sophie
2024-2025 Den1 Wilson, Jake
2024-2025 Den2 Brown, Emma
2024-2025 Den2 Johnson, Liam
2024-2025 Den3 Garcia, Maria
2025-2026 Den1 Adams, Billy
2025-2026 Den1 Chen, Olivia
2025-2026 Den1 Miller, Sophie
2025-2026 Den1 Wilson, Jake
2025-2026 Den2 Brown, Emma
2025-2026 Den2 Davis, Noah
2025-2026 Den2 Johnson, Liam
2025-2026 Den3 Garcia, Maria
2025-2026 Den3 Smith, Johnny
```

Why This Naming Convention?
- **Year first** - Groups all scouts by scout year
- **Den second** - Within each year, scouts group by den
- **Last name third** - Within each den, scouts sort alphabetically
- **Clear identification** - Easy to find any scout's invoices and payment history

Annual Refresh

Create new customer records each scout year, even for returning scouts. This keeps each year's financials cleanly separated.

Keeping Your Lists Clean

At the start of each new scout year, set previous year's scouts to **Inactive**:

1. Go to **Customers**
2. Find each prior year scout (e.g., "2024-2025 Den1 Adams, Billy")
3. Click **Edit** and toggle **Active** to **Inactive**
4. Save

Benefits:

- Inactive customers won't clutter dropdowns when creating invoices or receiving payments

- Use the **Active/Inactive filter** in the Customers list to show or hide them as needed
- All historical data is preserved for reports

> *Tip for New Treasurers:* Going through this process helps you get familiar with editing records in BizBooks Pro.

3. Managing Vendors

Vendors include anyone receiving payment from the Pack:

- Parents/leaders receiving reimbursements
- Organizations (council, camps, suppliers)
- Venues and service providers

Naming Convention:

```
[Year] [Vendor Name]
```

Examples:

- `2025-2026 Jane Smith` (parent reimbursement)
- `2025-2026 ABC Scout Shop`
- `2025-2026 Community Center`

Why Recreate Vendors Each Year?

- Maintains clean year-over-year separation
- Simplifies treasurer transitions
- Makes annual reporting straightforward

Keeping Your Vendor List Clean

Same as customers - set prior year vendors to **Inactive** to keep your working lists focused on current year contacts. Historical records are preserved and can be viewed anytime using the Active/Inactive filter.

4. Collecting Pack Dues

Step 1: Create the Dues Product

1. Go to **Products & Services**
2. Create new item: `Pack Dues 2025-2026`
3. Set income account: `Scout Dues (2025-2026)`

Step 2: Create Invoices with Batch Invoicing

BizBooks Pro's Batch Invoicing feature is perfect for annual pack dues! Instead of creating invoices one at a time, you can bill all scouts at once:

1. Go to **Invoice Center** in the sidebar
2. Click **Batch Invoice** button
3. **Select all scouts** using the checkboxes (use "Select All" or search/filter first)
4. Add the **Pack Dues 2025-2026** product as a line item
5. Set **Invoice Date** and **Due Date**
6. Review the batch summary (shows total invoices and amount)
7. Click **Create Invoices**

All invoices are created with sequential invoice numbers automatically. You can then email them individually or print for mailing.

Tip: *Use the search box to filter by den (e.g., type "Den1") then click "Select All" to invoice just one den at a time if needed.*

Step 3: Record Payments

1. When payment received, go to **Receive Payment**
2. Select the scout (Customer)
3. Apply payment to their dues invoice
4. Deposit to Bank of America (or Undeposited Funds if batching)

---

5. Recording Deposits

Direct Deposits (Same-Day)

When you receive payment and deposit it immediately:

If there's an existing invoice:

1. **Receive Payment** > Apply to invoice
2. Deposit directly to **Bank of America**

If there's no invoice (e.g., a donation or miscellaneous income):

1. Go to **Transaction Manager** > **Make Deposit**
2. Select the income account and enter the amount
3. Deposit to **Bank of America**

Batched Deposits (Multiple Checks)

When holding multiple checks for a single deposit:

If checks are for existing invoices:

1. **Receive Payment** for each check and apply to invoice
2. Select **Undeposited Funds** as the deposit account
3. When ready to deposit, go to **Quick Actions > Deposit Undeposited Funds**
4. Select all items for this deposit
5. Record actual deposit date
6. Funds move from Undeposited Funds to Bank of America

If checks have no invoices (e.g., donations):

1. Use **Transaction Manager > Make Deposit** for each item to Undeposited Funds
2. Then deposit as above

---

6. Recording Expenses

Method 1: Direct Payment (Immediate Expenses)

Best for: Zelle payments, checks written on the spot, instant reimbursements

1. Go to **Record Expense** or **Write Check**
2. Select the Vendor
3. Select the appropriate Expense account
4. Enter amount and save

Method 2: Bill Then Pay (Planned Expenses)

Best for: Known upcoming costs, tracking commitments before payment

1. **Create Bill**

   - Select Vendor
   - Enter amount and expense account
   - Set due date

2. **Pay Bill** (when ready)

   - Go to **Pay Bills**
   - Select the bill
   - Record payment from Bank of America

---

7. Special Situations

Leader Collects Money at Events

When another leader collects cash/checks for events or merchandise:

1. **Record the Deposit**

   - Create deposit from the leader (as a Vendor on deposit ticket)
   - Credit to the appropriate income/expense account

2. **Reimburse/Transfer Back**

   - Use expense entry, check, or journal entry
   - Debit the same account used for the deposit

Individual Scout Collections (Beyond Dues)

For event fees, merchandise, or special activities:

1. **Create Product/Service** for the item (e.g., "Pinewood Derby Fee 2025-2026")
2. **Create Account** for tracking (e.g., "Pinewood Derby Income 2025-2026")
3. **Invoice scouts** - use **Batch Invoice** if all scouts owe the same amount, or create individual invoices if amounts vary
4. **Receive payments** and apply to invoices

---

8. Chart of Accounts Structure

Organize accounts by scout year using parent/child hierarchy:

Income Accounts

```
2025-2026 Income (Parent)
    └── Scout Dues (2025-2026)
    └── Event Fees (2025-2026)
    └── Fundraising (2025-2026)

2026-2027 Income (Parent)
    └── Scout Dues (2026-2027)
    └── Event Fees (2026-2027)
    └── Fundraising (2026-2027)
```

Expense Accounts

```
2025-2026 Expenses (Parent)
    └── T-Shirts & Uniforms
    └── Meeting Room Rental
    └── Blue & Gold Banquet
    └── Pinewood Derby
    └── Day Camp Fees
    └── Awards & Badges
    └── Supplies

2026-2027 Expenses (Parent)
    └── T-Shirts & Uniforms
    └── Meeting Room Rental
    └── [etc.]
```

Benefits of This Structure

- Clear separation between scout years
- Easy reporting by year
- Simplified treasurer transitions
- Parent accounts show year totals at a glance

Optional: Deactivating Old Accounts

After a scout year is fully closed and reconciled, you can set prior year accounts to **Inactive**. This hides them from dropdown menus while preserving historical data for reports. However, most packs prefer to keep accounts visible for multi-year comparison reporting.

---

9. Reports for Board Meetings

Primary Reports to Prepare

Report	Purpose	Recommended Basis
Balance Sheet	Overall financial position	Accrual
Income Statement	Revenue vs. Expenses	Accrual
Cash Flow Statement	Actual cash movement	Cash

Balance Sheet

- **Cash Basis**: Shows only completed transactions (money in hand)
- **Accrual Basis**: Shows completed + expected (includes unpaid invoices/bills)

Recommendation: Present Accrual basis to show full picture including outstanding dues.

Income Statement (P&L)

- **Cash Basis**: Income received minus expenses paid
- **Accrual Basis**: Includes expected income/expenses within date range

Recommendation: Set date range to full scout year (Aug 1 - Jul 31). Use Accrual to show commitments.

Distribution

- Bring printed copies to board meetings, or use **mobile access** to pull up reports on your phone/tablet
- Email PDF copies to Committee Chair and Cubmaster in advance
- Archive copies for your records

> *Tip:* With mobile access set up, you can answer financial questions on the spot at any pack event - no need to wait until you're back at your computer.

10. Bank Reconciliation

Reconcile monthly regardless of how transactions are entered.

Process

1. Go to **Bank Reconciliation**
2. Select Bank of America account
3. Enter statement ending date and balance
4. Match transactions to statement
5. Resolve any discrepancies
6. Complete reconciliation

Why Reconcile?

- Catches data entry errors
- Identifies missing transactions
- Provides audit trail
- Ensures books match reality

11. Year-End Procedures

Before Scout Year Ends (June-July)

1. Send final dues reminders for unpaid invoices
2. Ensure all expenses are recorded
3. Reconcile bank account through July
4. Run final Income Statement for the year

Year-End Close

1. Go to **Settings > Year-End Close**
2. Select fiscal year ending (July 31)
3. Review and confirm
4. System rolls balances forward

Prepare for New Year

1. Set prior year customers/vendors to Inactive
2. Create new parent accounts for upcoming year
3. Create new customer records for scouts
4. Set up new dues product
5. Brief incoming treasurer (if transitioning)

12. Treasurer Transition Checklist

Outgoing Treasurer Provides:

- ☐ **BizBooks Pro company file export** (Settings > Backup/Export)
- ☐ Login credentials for BizBooks Pro
- ☐ Bank account access/signatory change forms
- ☐ This workflow guide
- ☐ Final reconciled reports
- ☐ Any pending invoices or bills
- ☐ Contact list of key vendors
- ☐ Council/district treasurer contacts

Incoming Treasurer Actions:

- ☐ **Import BizBooks Pro company file** (Settings > Restore/Import)
- ☐ **Activate software license** - Pack 684 has a donated license for ongoing use. Contact **support@bizbooks.pro** for manual activation after the trial period
- ☐ Review this guide thoroughly
- ☐ Log into BizBooks Pro and explore
- ☐ Verify bank account access
- ☐ Review Chart of Accounts structure
- ☐ Set prior year customers/vendors to Inactive (good practice to learn the system)
- ☐ Set up new year's accounts
- ☐ Create new scout (Customer) records
- ☐ Generate first pack dues invoices (use Batch Invoice!)

Best Practice

Schedule a 1-hour handoff meeting between outgoing and incoming treasurer. Walk through:

- Active invoices and bills
- Recent transactions
- Upcoming known expenses
- Any special situations

Quick Reference: Key Navigation

Task	Where to Go
Create invoice	Invoice Center > Create Invoice
Batch invoice	**Invoice Center > Batch Invoice**
Receive payment	Quick Actions > Receive Payment
Batch deposits	Quick Actions > Deposit Undeposited Funds
Record expense	Quick Actions > Record Expense
Create bill	Vendors > Create Bill
Pay bills	Vendors > Pay Bills

Run reports	Reports > Select Report Type
Reconcile	Banking > Bank Reconciliation
View all accounts	Chart of Accounts

Getting Help & Documentation

In-App Help

- Click the **?** icon in the top navigation for contextual help
- Access **Settings > Help & Support** for guides and tutorials

Online Documentation

- **Help Center:** https://www.bizbooks.pro/docs/
- **Batch Invoicing Guide:** https://www.bizbooks.pro/docs/batch-invoicing.html
- **Invoicing Guide:** https://www.bizbooks.pro/docs/invoicing.html
- **Getting Started:** https://www.bizbooks.pro/docs/getting-started.html

Support

- **Email:** support@bizbooks.pro
- **Website:** https://www.bizbooks.pro/contact.html

Notes & Questions for Board Discussion

1. **Fiscal Year Confirmation**: Verify scout year dates (Aug 1 - Jul 31?)
2. **Signatory Requirements**: How many signatures needed on checks over $X?
3. **Spending Authority**: What's the treasurer's discretionary spending limit?
4. **Reimbursement Policy**: Receipt requirements? Approval process?
5. **Report Frequency**: Monthly to Committee Chair? Quarterly to full Pack?

Document Version: 1.0 | February 2026 Software: BizBooks Pro | www.bizbooks.pro