



APOXY - AIO LODGE

ORDER OF THE ARROW

## Chapter Funds Processes

All OA funds will be accounted for in the Great Falls council office “2371 Custodian Account – Order of the Arrow”. National policy prohibits lodges and/or chapters from having their own bank accounts or other means of holding money. Detailed information can be found in the Lodge Finance Manual located at [Publications | Order of the Arrow, Boy Scouts of America \(oa-bsa.org\)](https://www.boyscouts.org/publications/order-of-the-arrow)

### Depositing chapter fund options:

- Convert cash to a money order or cashier’s check, attach any other checks, and attach a note stating it is OA funds to be credited to the appropriate chapter sub account and mail them to the council office in Great Falls.
- In areas where there is a local Montana Council office, funds can be dropped off with a note stating that it is OA funds to be credited to the appropriate chapter sub account.
- Ask the local DE to deposit the funds and clearly note on the deposit slip that it is OA funds to be credited to the appropriate chapter sub account.

Mail funds and deposit records to:

Terry Dutton  
Montana Council BSA  
820 17<sup>th</sup> Ave So  
Great Falls MT 59405  
[terry.dutton@scouting.org](mailto:terry.dutton@scouting.org)

### Drawing chapter funds:

- Utilize the funds reimbursement link on the lodge webpage [Apoxy-Aio Lodge Reimbursement Request \(google.com\)](https://www.apoxy-aio-lodge.com/reimbursement-request)
- Submit receipts electronically to the lodge adviser including the chapter sub account number and address for the reimbursement. The lodge adviser will forward approved receipts to the staff adviser and the reimbursement will be processed.
- When utilizing funds for individual event registration fees the individual needs to register for the specific event without paying. The chapter adviser then submits a request to the staff adviser to transfer funds from the chapter account to the event account. NOTE: Chapters are responsible for maintaining an accounting of how their funds are distributed. The lodge will only maintain a total for each chapter.
- Petty cash can be requested through the lodge adviser and issued to a specific individual that will be responsible for it. Supporting receipts and remaining funds must be returned to the council office within 30 days of receipt. Plan ahead for petty cash, allow at least two weeks for processing.

12-29-2023

Revised 01/16/2023



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## **Apoxy Aio Lodge**

### **Chapter Account Numbers**

1-2371-170	Assinniboine
1-2371-171	Golden Eagle
1-2371-172	Ho'Domatz
1-2371-173	Kootenai
1-2371-174	Ktoonka
1-2371-175	Makoshika
1-2371-176	Ne I Yahw
1-2371-177	Nez Perce
1-2371-178	SikSika
1-2371-179	Tatanka
1-2371-180	Tio Spay Shunka Ska