



MAJOR EVENTS CHART OF ACCOUNTS

This chart of accounts for events is approved by the National Finance Department.

Income Account Codes

- **Fees**
 - youth
 - participants
 - adult participants
 - extra cost adventures
 - Offers-of-Service
 - OOS meals
 - OOS experience
 - parking
 - visitors
 - **Donations**
 - **Grants**
 - **Interest**
 - **Other income**
 - **Sales**
 - camp fuel
 - equipment disposal
 - grocery store
 - trading post
 - **Sponsor agreements**
 - **Vendor agreements**
- Things to Consider:**
- Fees:** Adults participants include special needs aids
- Interest:** Where events have a bank account
- Other income:** Some events have post office income or other sources
- Sponsor agreements:** With approval of National Key 3
- Vendor agreements:** Licensing and space rental

Expenditures Account Codes

- **Accommodation**
 - **Audit**
 - **Bank charges**
 - **Catering**
 - **Equipment rental—includes computers, radios, etc.**
 - **Equipment purchases—includes computers**
 - **Facility rental**
 - **Meals**
 - **Merchandise**
 - crests
 - clothing
 - accessories
 - **Other**
 - **Printing-Photocopying**
 - **Postage**
 - **Salaries**
 - **Supplies**
 - participant rations
 - OOS feeding
 - Office
 - **Telecommunications—phones, radios, Wi-Fi**
 - **Travel**
 - air
 - mileage
 - other
- Things to Consider:**
- Audit:** For instance, Pacific Jamboree pays for their audit because they operate a separate bank account
- Bank charges:** Some events may operate their own bank accounts so will need to account for bank charges
- Catering:** Some events contract caterers
- Accommodation, meals and room rentals** relate to meetings
- Merchandise:** Accessories includes neckerchiefs

Event Department: Executive

Includes Functions: Event HQ

Event Department: Adventures/Program

Includes Functions: Program HQ, Aquatic program, Offsite program, Onsite program, Pre and/or post event hospitality-program, Special events—ceremonies

Event Department: Business Services—Administration

Includes Functions: Accounting, Registration, No One Left Behind assistance to participants, Information management, Insurance

Event Department: Communications

Includes Functions: Marketing, Communication with participants before the event, Social media, Communication with participants during the event (e.g. newspaper), Media relations, Website

Event Department: Food Service

Includes Functions: Participant rations, OOS catering, Food vendors

Event Department: Health & Safety

Includes Functions: Care Corps*, Emergency management, Fire, First Aid, Medical, Safe Scouting, Security

Event Department: Material Management

Includes Functions: Purchasing, Warehouse, Disposal

Event Department: Site & Services

Includes Functions: Construction, Janitorial, Roads and trails, Site preparation, Site recovery structures—temporary construction (e.g. showers), Site planning (surveys mapping, etc.), Site rental, Structures (temporary rental), Subcamp sites (e.g. tables, fire rings, cooking fuel), Telecommunications (phones, radios, Wi-Fi), Utilities (power, septic, water), Vehicle pool, Waste and recycling

Event Department: Subcamps

Includes Functions: Subcamp HQ, Arrivals and departures, Participant subcamps, Visitor services

Event Department: Trading Post

Includes Functions: Facility, Technology (e.g. cash registers)

Event Department: Transportation

Includes Functions: Onsite shuttles, Shuttles—to and from public transit, Offsite parking

Event Department: Volunteer Management

Includes Functions: OOS selection and screening, OOS training, OOS identification, OOS subcamp, OOS Experience/Program, Volunteer appreciation