

**BOY SCOUTS OF THE PHILIPPINES**

National Office  
Manila

10 January 2013

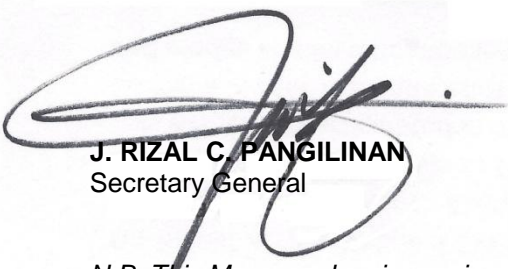
**NATIONAL OFFICE MEMORANDUM**

Number 01 s. 2013

**TO** : Regional Scout Directors, Council Scout Executives & Officers-In-Charge

**SUBJECT** : **AUTHORIZATION FOR NAFCO WITHDRAWAL**

1. On several occasions we have received request for NaFCO withdrawal from different Local Councils for expenses that are against the purpose for which the NaFCO is intended.
2. As approved by the National Executive Board, the NaFCO shall primarily be used to meet the following only:
  - a) Training fees and programs (Regional and National level)
  - b) Boy activities such as Jamborees, rallies, camporees and other events
  - c) Awards for Scouters and Scouts
  - e) Training manuals and supplies
  - f) Scout supplies and equipment for re-sale
  - g) Office equipment confined to typewriter, adding machine, calculator and computers where other Local Council funds cannot meet such.
  - h) Liquidation in stated instalments of the outstanding Council accounts with the National Office.
3. In order to expedite action on requests for NaFCO withdrawal, the following guidelines are hereby prescribed:
  - a) Authorization for NaFCO withdrawal properly accomplished should be duly signed by the Council Scout Executive, the Council Treasurer and the Council Chairman in the prescribed form. In the same manner, minutes of the Local Council Executive Board/Executive Committee Meetings where a Resolution was approved for the total amount to be withdrawn shall be enclosed therein to confirm that withdrawals are valid or a Board Resolution may be considered provided, it is duly signed by the authorized Council Officer.
  - b) Withdrawals of NaFCO fund shall be granted only to Local Councils who meet the following requirements (NEB approved 28 May 1986).
    - 1) Local Council whose membership coverage is not less than 20% against potential (NHQ Memo No. 23 s. 1986).
    - 2) 85% of the Council Executive Board Members must be registered (NHQ Memo No. 23 s. 1986)
  - c) NaFCO withdrawal shall be filed 20 days before the start of any Regional/National activity.
4. All Council Scout Executives and Officers-In-Charge are hereby directed to issue an official receipt to the National Office for fund withdrawn from the NaFCO. Likewise, National Office shall issue official receipts to Local Councils who shall charge payments from the NaFCO.
5. We trust that the above will guide you in your withdrawals from your NaFCO.

  
**J. RIZAL C. PANGILINAN**  
Secretary General

*N.B. This Memorandum is a re-issuance of National Office Memorandum No. 06 s. 2000 with revision.*