

TROOP/SERVICE UNIT ACCOUNT - SIGNER RESPONSIBILITIES

Girl Scout troops and service units often collect funds and incur expenses during the year. Each GSSA troop or service unit may have a single checking account to manage the finances for the troop or service unit. The funds in troop or service unit accounts do not belong to individual girls or adults, but rather the entire group. It is the responsibility of the troop or service unit leadership and Council to ensure financial accountability to the girls. *All bank account requests, whether requesting a new account or making changes to an existing account, must be made to Council by submitting the Bank Account Request Form.* Do not contact the bank before getting approval from Council.

Each account must always have at least two signers who are not related to each other, and each signer is expected to:

- Be a registered adult Girl Scout member and renew that membership each year before October 1st.
- Complete a background check every 3 years. If your background check has not been automatically renewed, or you missed the email, please contact customer care.
- Complete the GSSA Finance training.
- Submit the ACH Authorization Form within 3 days of opening a new account, and then each year before October 1st.
- Decide how money will be spent, with input from girl members, keeping the following in mind:
 - funds may not be used for any non-Girl Scout purpose or other organizational dues/fees or donations
 - money can never be used by any girl or adult for personal use
 - money must go toward group activities rather than individual girls. The only exception is financial aid for girl scout membership, uniforms, or programs and activities. The troop should pay for those things directly or reimburse a caregiver – never give an individual cash for any reason.
- Ensure troop and service unit accounts are not overdrawn. Account signers who overdraw the account can be dismissed.
- Reconcile bank account statements to receipts each month, notating what each deposit and withdrawal is for.
 - one authorized signer should be responsible for making the deposits and purchases and recording them
 - the second authorized signer should be responsible for validating the deposits and payments to the deposit tickets and receipts while reconciling the bank account.

- never allow one signer to have complete control over the account.
- Report your troop or service unit's financial position to your girls, parents, and sponsors monthly. Funds are earned by the girls, and they should know how much money they have and how it has been spent.

- Complete the Finance Report in the VTK in its entirety by June 15th, with a copy of the current year May bank statement attached.
 - explain how funds more than \$400 will be spent. If funds over \$400 are not going to be used or an adequate reason is not submitted, the troop may be asked to submit the funds to the council. This will be up to the discretion of the Chief Financial Officer.
 - explain any uncategorized withdraws or deposits.
- Retain bank statements and receipts on the account for two years. Be prepared to submit to council all account records if selected for a random audit.

Remember that you are a custodian of your girls' money. It is the council's responsibility to ensure accountability and transparency.