

## Troop & Service Unit Bank Account Certificate of Authorization-New Accounts

### Overview

The initiation of Troop and Service Unit (SU) bank accounts involves certain approvals by both the bank and the Girl Scouts Council in order to comply with different legal requirements imposed on each. In the past leaders have gone to the bank first to set up an account and then the bank forwarded corresponding documents to the Council for approval. Once approved the Council would send the documents back to the bank and the banking transaction could be completed. Most often this required two or more visits to the bank by the leaders.

Council is now implementing a Troop & Service Unit Bank Account Certificate of Authorization (“the Certificate”) which must be completed by a SU representative (SUR) and sent to Council for approval before contacting the bank. Once Council has approved and returned the Certificate to the SUR it may be taken to the bank by the Troop or SU leaders to set up their account. This is aimed at reducing the number of visits to the bank for leaders in order to complete their transaction.

### Recap of Council Policy Requirements for setting up new accounts (please see the Council website for a full description of policy):

- All accounts should be set up under GSCCC’s tax ID number (TIN) with one of the three Council approved banks, Wells Fargo, Rabobank or Santa Barbara Bank & Trust.
- At least two unrelated Troop leaders and an SU representative must be signers on Troop bank accounts.
- At least two unrelated SU representatives must be signers on SU accounts.
- All signers must be currently registered with GSCCC
- All checks must have two signatures unless made payable to GSCCC.
- All bank statements must be sent by the bank to a designated SU address.
- All Troop accounts should have their GSCCC Troop number in the address block on their checks along with the designated SU address.
- All SU accounts should have their SU number in the address block on their checks along with the designated SU address.

### Setting up New Accounts

To open a new Troop or SU account, the Service Unit Representative (SUR) would do the following:

- Pull down a copy of the Certificate from the website;
  - Fill in SU#, SU signer(s) and SU address to which the statements should be sent;
  - Fill in Troop#, Troop leaders’ names and addresses. Check the “new” box under each Troop leader’s name (skip this step if only an SU account is being set up);
  - Sign the Certificate and send it (fax/scan/mail) to the CFO (contact info. below) for the Council’s due diligence and approval.
  - The CFO will review the Certificate per Council policy and send the approved Certificate back to the SUR.
- With this approved Certificate the leaders can contact the bank and set up their new account in one visit and the bank can activate the account as soon as they have done their due diligence.

Please refer to the GSCCC website for specific instructions for setting up an account with each of the respective banks approved by the Council.

-The bank will then enter the account number on the certificate and send a copy (fax/scan/mail) to the CFO at Council for internal tracking purposes.

The Certificate MUST be completed in full by the SUR before it will be reviewed by Council. The SUR should also be sure that all requested signers are currently registered with GSCCC before submitting the Certificate to Council.

Contact Info:

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GSCCC Website:

[www.girlscoutsgcc.org](http://www.girlscoutsgcc.org)

“For Volunteers >>”

“Just for Leaders”

“Banking”

1/3/2012



GSCCC Troop & Service Unit
Bank Account Certificate of Authorization

Service Unit (SU) # Existing Account #-a
SU Representative:
SU Address-b): Street City ZIP

(a-bank will assign new account number below/enter above only if existing account is already in place)
(b-this address is to be used for delivery of account statements)

Additional SU Signers:
Check one: [ ] New [ ] Current Signer [ ] New [ ] Current Signer

GSCCC Troop #
Troop Leader #1:
Check one: [ ] New [ ] Current Signer

Address: Street City ZIP

Troop Leader #2:
Check one: [ ] New [ ] Current Signer

Address: Street City ZIP

Previous Troop Leader or SU Representative Names to be removed from account:

SU Representative Approval: Signature Print Name Date

The Corporate Officer, by signing below, confirms that she/he has authenticated the identification and approves this new account / change in signers effective:

GSCCC Council Approval: CFO Signature Print Name Date

Bank provided information:

Bank Acct#:
Check one: [ ] New / [ ] Confirm Existing Account
Bank Address: Street City ZIP

Upon completion, bank to fax copy: GSCCC - CFO at (831) 633-4029 or email:charliea@girlscoutsgccc.org.