

Troop and Service Unit Banking Policies

January 3, 2012

Thank you for your support of Girl Scouting and for taking on the important banking tasks. To better support you in this role and to protect our girls' funds, here are GSCCC's Policies and Procedures as they relate to troop and service unit bank accounts. **Please note: some Service Units open accounts on behalf of their troops. Please check with your Service Unit Manager or Treasurer before opening your troop bank account.**

- All bank accounts must be opened at a Council approved bank: Wells Fargo, Rabobank/Mid State Bank (any other banks owned by Rabo), Santa Barbara Bank and Trust/First National/San Benito (and any other banks owned by SBBT). There are no exceptions. Each bank has their own process regarding how to open accounts – please see notes on the “Leaders” page or check with your SU Manager on the SU’s preferred process;
- All bank account signers must be current Girl Scout members and have passed the Council’s criminal background check. Additionally, all signers must pass a banking background check (performed by the banks when you submit your paperwork). Those that do not pass may not sign on troop or service unit accounts. **Beginning January 3, 2012, a new procedure has been implemented for obtaining the Council approvals to meet this requirement. A GSCCC Troop & Service Unit Bank Account Certificate of Authorization (Certificate) form and procedure has been adopted in order to provide leaders with related approvals before they go to one of the above banks to open an account. This is aimed at reducing the number of visits leaders will have to make to the bank to complete their transaction. The Certificate and instructions can be found on the GSCCC website;**
- If you have an older troop account (older than 3 years), please verify that former Council staff are not listed as signers on your account and that the account name has been updated to reflect Girl Scouts of California’s Central Coast with the current Tax ID number and your 5 digit troop number. Some banks are no longer honoring accounts with legacy Council names;
- All accounts must be opened using GSCCC’s Tax ID number and under GSCCC’s name. Each bank has this information on file and can support you in this process to ensure the correct information is listed on your troop or service unit account;
- At least 2 signers are required on all bank accounts and they may not be related (by marriage, relationship or blood);
- Additional bank account signers must also include the SU Manager/Treasurer as designated by the Service Unit. These volunteers provide oversight and review to ensure funds are spent according to Volunteer Essentials;
- All checks must have 2 signatures unless they are payable to GSCCC – and then 1 signature is acceptable;
- Troops may have debit cards with a limit not to exceed \$150 – and they may ONLY be used for registrations to GSUSA or purchases from GSCCC. Debit cards may not be used for any other purpose as this circumvents the double signature requirements as noted above. NOTE: SBBT and their related banks will not issue debit cards – this is a bank policy – not Council;
- All statements must be sent to the service unit address. The SU Manager or Treasurer will review statements and then provide them to you at the SU meetings;
- Troop and SU check address blocks should read:
 - GSCCC Troop Number 11111 (put in your 5 digit troop number)
 - Address designated by Service Unit (please ask your SU Manager for this information)
- All spending receipts must be kept and available for review by the service unit – receipts/records must be retained for 4 years while bank statements/checks retained for 7 years. Records can be sent to the Council for storage – please mark the envelope with the troop number and year;
- Troops must submit a Financial Statement to the Service Unit at least annually – but more often if requested by the Service Unit. This form is available on the “Leaders” page.

Thank you for adhering to these policies. GSCCC reserves the right to step in and close accounts if there is misappropriation or policy violations. If you have any questions, please feel free to email GSCCC's CFO, Charlie Alvarez at charliea@girlscoutsccc.org. Or, you can phone 800-822-2427, ext 120.

Managing troop funds:

- Signers on the account are trustees for the girls' money and should be managed with care.
- Funds should only be used for troop expenses/activities, which may include badges, patches, uniforms, books, supplies, registration fees, activity fees, leader training expenses, and similar troop expenses.
- Girls in the troop should be involved in the management of troop funds (for example, deciding how to spend cookie money).
- Troop funds must never be used by leaders/signers for personal expenses.
- Receipts or a clear description of the expense should be maintained for all purchases.
- Deposits should be made in a timely fashion. A record of the source of the funds should be maintained.
- Checks received from product sale customers should only be accepted from people known to the troop and should have a driver's license number and phone number written on the check.
- If the troop receives a returned check, GSCCC will assist with collection of bounced check. GSCCC will not advance the troop any funds and will not reimburse the troop for any bank or collection fees related to the bounced check.
- GSCCC either directly or through the SU has the right to audit troop checking accounts at any time and may freeze and or close accounts if there is concern that troop funds are being abused.

If the troop disbands:

- Any troop funds remaining once all expenses have been paid may be (1) donated to another troop; donated to a charitable organization; donated to the Service Unit for use for programming and scholarships.
- Funds remaining in the account should never be divided among the girls or the adult volunteers.