



TROOP / GROUP BANKING POLICIES AND PROCEDURES

Thank you for your support of Girl Scouting and for taking on the important task of troop/group banking. 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/group bank accounts.

- All bank accounts must be opened at a Council approved bank, there are no exceptions.
 - Wells Fargo Mechanics Bank Union Bank

Each bank has their own process regarding how to open accounts – your SU Manager or Treasurer will assist you with the Council's Bank Account Certificate of Authorization (BACA) process.

- All bank account signers must be current registered Girl Scout members and have passed the Council's criminal background check. Those that do not pass may not sign on troop or service unit accounts.
- All signers must also pass the bank's criminal background check (performed by the bank after you submit your paperwork). Those that do not pass may not sign on troop or service unit accounts.
- All accounts must be opened using GSCCC's Tax ID number and under GSCCC's name. Each bank has this information on file and your SU will assist you in this process, to ensure the correct information is listed on your troop account.
- At least 3 signers are required on all bank accounts (2 from the troop/group and 1 from the SU, Manager or Treasurer as designated by the Service Unit). They may not be related (by marriage, relationship or blood). These volunteers provide oversight and review to ensure funds are spent according to Volunteer Essentials.
- No checks should be signed by the payee to whom the check is being issued. In this case one of the other authorized signers should sign the check.
- Any check over \$1,000.00 is required to have two signatures.
- Troops/groups may have debit cards issued in connection with their bank account with a limit not to exceed \$500 per day. Debit cards may be used for approved Troop/group and Council activities according to Volunteer Essentials. Debit cards are encouraged to be used for all online and Girl Scouts activities.
- All statements must be sent to the service unit address. The SU team will review statements and then provide them to the troop at the SU meetings.
 - **Troop/group account check address blocks should read:**
GSCCC
Troop Number 11111 (put in your 5-digit troop number) (or Group Name eg. Day Camp)
Address as designated by Service Unit (please ask your SU Manager for this information)

- All 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.
- Troops/groups must submit the Year End Financial Report to the Service Unit annually, no later than October 31.

Managing troop funds:

- Signers on the account are trustees for the Council's and girls' money, the funds should be managed with care.
- Funds should only be used for troop/group expenses/activities, which may include badges, patches, uniforms, books, supplies, registration fees, activity fees, leader training expenses, and similar troop/group expenses.
- Girls in the troop should learn about and be involved in the management of troop funds (for example, deciding how to spend cookie money).
- Troop/group funds must never be used by leaders/signers for personal expenses.
- Receipts and a clear description of the expense is to 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 have a driver's license number and phone number written on the check.
- If the troop/group receives a returned check, GSCCC will assist with collection of returned check. GSCCC will not reimburse the troop/group for the amount of the check or any fees related to the returned check.
- GSCCC, either directly or through the SU, has the right to audit troop/group checking accounts at any time or may freeze and/or close accounts if there is concern that funds are being abused.

Accounts with no activity:

- Bank accounts with no activity for the prior 12 months will be closed. Any remaining balance will be transferred to the GSCCC Financial Assistance fund.

If the troop/group disbands:

- Upon disbanding of a troop, complete a "Disbanded Troop" form and submit to your Service Unit as your final act of troop banking and financial responsibility.
- Funds remaining in the account should never be divided and given to the girls or the adult volunteers.
- Prior to disbanding, once all expenses have been paid, any troop funds remaining may be donated to: another troop; the Service Unit for use for programming and scholarships; the Juliette Low World Friendship fund; or the GSCCC Financial Assistance fund for camp and program scholarships, as determined by the girls in the troop.
- Once a troop/group has disbanded, if no direction has been provided to the SU or Council, any residual funds will be transferred to the GSCCC Financial Assistance fund.
- If some of the girls are remaining in Girl Scouts, any remaining funds (after expenses have been paid) should be divided evenly by the number of girls remaining and moved to the girls' new troop account or the council, as the girl will now be a Juliette.
- Cash or Gift Cards are NOT to be distributed to the girls or adult volunteers. Gift cards are considered cash.

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 at info@girlscoutsccl.org.