

## Opening & Maintaining a Girl Scout Bank Account

All troops, groups, and Service Units that handle \$25 or more are required to have a checking account.

1. Locate a bank that offers no-fee checking accounts for non-profit organizations and obtain a contact person at that bank. Note: Your Service Unit Manager, who was copied on your welcome email from your Volunteer Support Specialist, may be able to suggest a community bank which offers this.
2. Open a bank account using the following guidelines:
  - a. Girl Scout checking accounts should be fee-free accounts
  - b. Savings accounts are NOT permitted
  - c. Each troop can only have ONE checking account
    - i. A Service Unit may have one bank account for general use and may have a second bank account for Day Camp use, if desired.
  - d. A debit card is highly recommended for troop purchases and transactions. Only one debit card in one approved volunteer's name can be issued per troop. The approved volunteer whose name is on the card is the only volunteer who can use this debit card. If the bank issues more than one debit card, you must return the extra debit card(s) to the bank.
  - e. The minimum number of registered, approved, non-related volunteers must be authorized on the bank account.
    - i. For troop accounts, this includes:
      1. Two registered, approved troop/group volunteers who are non-related and/or not living in the same household.
      2. A third signer from the Service Unit Team, such as the Service Unit Finance Manager or Service Unit Manager. If a Service Unit Team member is not available, please contact your Volunteer Support staff to assist you with the third signer.
    - ii. For service unit accounts, this includes:
      1. Two or more registered, approved volunteers who are non-related and/or not living in the same household from the Service Unit Team.
    - iii. Each authorized signer must have:
      1. A current Girl Scout membership
      2. Completed the background check requirements AND have current eligibility and approval to volunteer with Girl Scouts Western Pennsylvania with NO financial restrictions
      3. No outstanding balance from either Product Programs.
      4. Successfully completed the required Girl Scout Financial Management Learning Path
  - f. To open account or make changes to an existing account, each signer must agree to the Volunteer Financial Agreement, and you must request an official letter and/or a board resolution from GSWPA. To request these documents, complete and submit the [Troop or Service Unit Bank Account Form](#). After all requirements are met, a GSWPA staff member will reach out to you with the proper documentation to present to the bank to open or make changes to the account.
  - g. All accounts are maintained in the name of Girl Scouts Western Pennsylvania and must be opened with the organization's EIN: 25-1126094 as follows:
    - i. Girl Scouts Western Pennsylvania

- ii. Troop Number (or name of the group/Service Unit)
  - iii. The account address must be the current address of the troop/group's Troop Leader or the Service Unit's Service Unit Manager
3. After opening a new bank account or making changes to an existing bank account, the [Bank Account Information and ACH Authorization form](#) must be returned to GSWPA according to the instructions on the form.
4. A mandatory Annual Finance Report must be submitted yearly for every open Girl Scout bank account by the due date of May 31<sup>st</sup> to undergo GSWPA review and approval. Troop Annual Finance Reports should be submitted through the Troop Finance tab in the Volunteer Toolkit, and service unit accounts, including day camp accounts, Annual Finance Reports must be submitted using an [Annual Finance Report form](#). Failure to complete an Annual Finance Report or resolve identified issues after the review of an Annual Finance Report may result in removal from volunteer role, account audit, or freezing or closure of the account by GSWPA.