

Girl Scout Finances & Money Earning

I. GIRL SCOUT FINANCES

POLICY:

All volunteers who are responsible for troop or service unit finances, fundraising, and associated collections must be an approved volunteer with no restrictions with GSWPA. The Troop Leader and Service Unit Manager are responsible for maintaining records and preparing reports that reflect the status of troop/Service Unit funds. The troop/Service Unit finances should be shared regularly with the troop and open to the parents of girl members. All troops and service units must submit an Annual Finance Report.

All money collected, earned, and/or deposited in the name of Girl Scouting must be used to meet the purpose of Girl Scouting. Such money becomes the property of GSWPA and is not the property of individuals. Girl Scout troop and service unit funds are not to be credited or given to individuals. To safeguard Girl Scout troop and service unit funds, all Girl Scout troops and service units should open and maintain a bank account. Girl Scout troop and service unit funds are not to be commingled with an individual's personal or business accounts.

GSWPA provides a Board Resolution authorizing troop/group/service unit volunteers to open and maintain accounts on behalf of the troop/group/service unit. The Board Resolution also allows for GSWPA to make account inquiries and close accounts if necessary. The designated signers are authorized to deposit and withdraw monies from the troop/group accounts only. The designated signers on troop/group bank accounts are not authorized to conduct any other business on behalf of GSWPA or to access any accounts GSWPA may maintain at the bank except for those specific to their troop/group/service unit.

A disbanded troop is a troop that is no longer participating together as a group in Girl Scouts. The service unit team and GSWPA staff will make reasonable efforts to secure additional girls and/or new volunteer leadership for a troop considering disbanding. If it is determined a troop will not continue, the girls in the troop are to decide how their troop funds will be spent and how any troop supplies or equipment will be disbursed within 60 days of disbanding or dividing. Troop funds should be used for programs, summer camp opportunities, registration for girls continuing within another troop or as individuals, or lifetime membership for graduating seniors.

PROCEDURES:

BANK FEES:

A bank should be located that offers no-fee accounts for non-profit organizations. This varies from branch to branch. Small business accounts should not be used.

ACCOUNT NAME:

All accounts shall be maintained in the name of "GSWPA" and must be opened with the GSWPA EIN: 25-1126094 as follows:

- GSWPA
- Troop #, Service Unit #, or Group Name
- The account address must be the current address of the troop/group leader or Service Unit Manager.

SIGNATURES:

The bank account must have a minimum of two signatures authorized on the account – two registered, approved, and non-related volunteers from the troop/group. Please note, a volunteer in the Helping Hands role CANNOT be an authorized signer for a bank account.

OPENING AND 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. Small business accounts should NOT be used
 - b. Savings accounts are NOT permitted
 - c. Each troop can only have ONE checking account
 - d. A debit card isn't required. If you decide to request a debit card, only **one debit card** in one approved volunteer's name can be issued per troop. The approved volunteer 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. Have at least **two registered, approved and non-related troop/group volunteers** as authorized signers for the bank account:
 - i. You can optionally have a third registered, approved volunteer from the Service Unit team as a signer on the bank account.
 - ii. Please note, a volunteer in the Helping Hands role CANNOT be an authorized signer for a bank account
 - 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 Sales programs
 4. Viewed the Managing Finances video and correctly completed the corresponding knowledge check
 - f. 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. If your bank requests an official letter or a board resolution for you to open a new troop bank account or make changes to an existing bank account, complete and submit the [Troop or Service Unit Bank Account Form](#). After completing the form, 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.

4. After opening a new bank account or making changes to an existing bank account, complete and submit the [Bank Account Information and ACH Authorization form](#).

DEBIT CARDS:

Only one debit card will be permitted per troop. Only one person's name may be on this debit card. This is the only person who may use the debit card. If the bank issues more than one debit card, the troop may only keep one. Additional debit cards must be returned to the bank.

Troops/groups may use checks and/or debit cards for point of sale purchases, reservations or online purchases as needed. Service units may also maintain a debit card to assist individual girls with registration and/or for purchases and activities related to service unit's programs and events.

Troops/groups may use checks and/or debit cards as necessary. The debit card cannot be used to withdraw cash from ATMs or for cash back with purchases. Using the debit card for cash can result in the debit card being revoked.

If the troop/group is audited, all itemized receipts related to debit card purchases must be provided.

If the volunteer assigned the debit card is no longer a member of the troop or service team, the card must be turned in to the Service Unit Finance Manager or Service Unit Manager. If the Service Unit Finance Manager position is not filled, the debit card should be turned into GSWPA staff. The bank must also be notified and the card destroyed. A new card may be issued, via the bank, and assigned to that troop. The new cardholder must follow all previously stated policies.

AUTHORIZATION FORMS:

If a change has been made or a new bank account has been opened, the troop/group/service unit must complete and submit information at www.wufoo.com [Bank Account Information and ACH Authorization form](#) along with a voided check to GSWPA's Finance Department. The information will then be processed and forwarded to the Service Unit Finance Manager and to appropriate GSWPA staff.

SUBMISSION OF ANNUAL TROOP FINANCIAL REPORT

The troop leader will submit an Annual Finance Report (located on the Finance Tab in the Volunteer Toolkit or at gswpa.org on the Forms page or) to GSWPA by May 31. This report will be accompanied by the most recent bank statement at the time of reporting, as well any receipts for cash purchases.

GSWPA staff will provide copies of reports to the applicable Service Unit Finance Manager. If the service unit does not have a finance manager, the Annual Finance Reports will be provided to the Service Unit Manager.

The service unit finance manager or service unit manager will review the Annual Finance Report and will request clarification and additional documentation, as needed. Any concerns with reports will be provided to a Volunteer Support Specialist (VSS) by June 30.

GSWPA staff will review the Annual Finance Report for discrepancies, including missing bank statements and receipts, money that is unaccounted for, and unexplained purchases. If discrepancies exist, the VSS will contact the troop leader to resolve the discrepancies.

If there are no discrepancies or they are resolved to GSWPA's satisfaction, no further action is taken. Reports will be filed and maintained for seven (7) years. If the troop does not submit the Annual Finance Report by June 10, GSWPA staff will contact the leader as a reminder to turn in the report.

If the troop does not submit the Annual Finance Report by June 30, a letter will be sent by GSWPA staff to the troop leaders informing them that they are in violation of council policies. It will be accompanied by another copy of the Annual Finance Report form, an offer to help with filling out the form and instructions that it must be returned within seven (7) days. A copy of this letter will be sent to the service unit manager. At this time, the GSWPA staff will collect information on any outstanding troop debt from council product sales.

If discrepancies are unresolved, refer to the operating procedure titled [Financial Accountability](#).

The same procedure will be followed for the service unit Annual Finance Report (same form) with the responsibilities of the service unit finance manager being replaced by the service unit manager and/or GSWPA staff.

If the troop is disbanding, follow the operating procedure titled Disbanding and Dividing Troops Procedure.

INACTIVE BANK ACCOUNTS:

Bank accounts that are inactive for 12 months or more are eligible to be closed by GSWPA.

DISBANDING TROOPS:

A disbanded troop is a troop that is no longer participating together as a group in Girl Scouts. The service unit team and GSWPA staff will make reasonable efforts to secure additional girls and/or new volunteer leadership for a troop considering disbanding. If it is determined a troop will not continue, the girls in the troop are to decide how their troop funds will be spent and how any troop supplies or equipment will be disbursed within 60 days of disbanding or dividing. Troop funds should be used for programs, summer camp opportunities, registration for girls continuing within another troop or as individuals, or lifetime membership for graduating seniors. If the volunteer troop leadership of an existing troop decides not to continue or if the troop decides to stop meeting during the membership year, the troop leader must complete the following:

1. Notify GSWPA by submitting this completed [Disbanded Troop Form](#) to customercare@gswpa.org (form is available online at the council website gswpa.org). Note: If you have any troop supplies or materials, please provide a list of the supplies and materials with this form.
2. Decide how to use existing troop funds. This decision should be made by the girls following guidelines on the second page of this form.
3. Close the troop bank account. You will need to provide proof of bank account closure to through our online form. For any remaining funds that will be transferred, either write a troop check to GSWPA or get a cashier's check made payable to GSWPA for any remaining troop funds.
4. Complete the Annual Finance Report (form is available online at the council website www.gswpa.org) and submit, along with all finance materials (check for remaining balance, checkbook, bank statements, ATM cards, deposit slips, endorsement stamps), to your Volunteer Support Specialist.
5. Any documentation that you have in regard to girls or volunteers (e.g. health history form, rosters, contact information), including originals AND paper and electronic copies, must be returned either to the girls' parents/guardians or volunteer OR returned to your Volunteer Support Specialist. Exiting volunteers must not keep any documentation regarding girls or volunteers.
- 6.) Distribute earned recognitions to girls.
- 7.) Troop numbers of disbanded troops will be retired for 2 years. After the two years, the appropriate staff may assign the number to any service unit. It will not be held for the Service Unit of the disbanded troop.