

As a new troop leader, managing your troop's finances is an important responsibility. This checklist will help you stay organized and ensure that your troop's funds are properly handled.

1 Complete Finance Training

- Complete either the *263 Keep the Fun Going—Troop Operations* (included in Troop Leader Training Path) or *263 Managing Girl Scout Finances* course.
- Review the [Open a Girl Scout Bank Account policy](#).

2 Set Up a Troop Bank Account

a. Identify the signers.

- For troops: two signers from the troop and one from the service unit.
- Each authorized signer must have:
 - › a current Girl Scout membership,
 - › volunteer eligibility with no financial restrictions,
 - › completed the *263 Keep the Fun Going—Troop Operations* or *263 Managing Girl Scout Finances* course in gsLearn, and
 - › no outstanding balance from either product program.
- Signers may not be related or residing in the same household.
- Notify all signers that you will be opening a bank account.



b. Select a bank.

- Look for a bank that offers a no-fee checking account for non-profit organizations. As of May 2024, PNC Bank no longer offers non-profit/fee-free banking to troops. Some popular options are First National Bank, WesBanco, NexTier Bank, and Commercial Bank.
- Contact the bank to request information about their banking requirements and to determine any specific requirements the bank may have. Ask if all signers must be present when opening the account.

c. Request a bank letter by completing the [Troop or Service Unit Bank Account Form](#).

- This request will be processed by a staff person.
- All required documentation will be delivered by email.
- Please allow up to one week for processing.

d. Open a Girl Scout bank account.

- Take all required documents to the bank to set up the account.
 - › Banks may request that all signers be present.
 - › Banks may request additional information.
- Troops may only have one checking account.
- Troops may request one debit card.
 - › The volunteer named on the debit card is the only authorized user of the debit card and assumes responsibility for all purchases made with the card.
 - › Additional debit cards must be returned to the bank.

3 Submit ACH (Automated Clearing House) Authorization

- Once the account is opened, submit the [Bank Account Information and ACH Authorization form](#).

4 Keep Good Financial Records & Receipts

- Maintain accurate records for all transactions, including income (fundraisers, donations) and expenses (supplies, event fees). **Reminder:** Donations that exceed \$249 for the year per donor must be sent to the council for processing.
- Save receipts for all purchases, even small ones, as proof of expenditure for seven (7) years.
- Regularly update your records to track the troop's financial status. Please let the council or volunteer finance specialist know if there is a discrepancy on the account.
- Submit your [Annual Finance Report](#) by June 15.



Example of a Balance Sheet

Most troops keep track of finances in one of two ways, either by transaction date or by categories. [THIS FINANCIAL TEMPLATE](#) will work for whichever fits your troop best.

Helpful Financial Links

Here are a few helpful links to support your financial management:

Troop or Service Unit Bank Account Form

This form is used to open or make changes to a bank account.

Bank Information/ACH Authorization

This form is used to set up your bank account for automatic financial sweeps.

Annual Finance Report

This form is a yearly requirement for all active Girl Scout troops.

Additional Money Earning Request Form

This form is used by troops who meet certain requirements to participate in additional fundraising activities.

Pennsylvania Tax Exempt Certificate

This certificate can be used for each purchase you make for your Girl Scout troop to avoid sales tax.

Additional Financial Links

Girl Scout Finance Concerns

Includes policies and procedures related to concerns about Girl Scout finances.

Make Changes to a Girl Scout Bank Account

Includes policies and procedures for making changes to a Girl Scout bank account.

Troop/Service Unit Use of Digital Payment Apps

Includes policies and procedures for troops and service units using digital payment apps, such as Paypal, Venmo, and Square.



By following this checklist, you'll be able to confidently manage your troop's finances, ensuring all funds are handled correctly and transparently. Be sure to stay in touch with council and seek support whenever needed from the volunteer finance specialist. For help, contact customer care at customercare@gsdpa.org or 800-248-3355.