

## TROOP/SERVICE UNIT USE OF DIGITAL PAYMENT APPS

### POLICY:

Troops and service units are permitted to use digital payment apps including PayPal, Venmo, and Square for the collection of troop funds, including product program payments, dues, and family payments for troop activities.

As always, all Girl Scout volunteers assuming oversight of any Girl Scout monies are accountable to Girl Scouts Western Pennsylvania for these funds. Volunteers are responsible for managing girl-raised money with honesty, integrity, and careful record-keeping. Volunteers are financially accountable and are expected to be responsive to financial inquiries from caregivers, other volunteers, or the council.

Permission to use such apps may be withdrawn if the procedures below are not followed.

### PROCEDURE

Setting up the digital payment app:

1. To open and use an account with a digital payment app, your troop or service unit must be in good financial standing with the council. You must have submitted your most recent Annual Finance Report and have no history of outstanding debt owed to the council.
2. All persons granted access to the troop or service unit's digital payment account must have a current membership and be a registered volunteer with no financial restrictions. They must also have taken *Managing Girl Scout Finances* in gsLearn.
3. The troop/service unit must open an account with the app that will be exclusively for troop/service unit use. This must be done using an email to which all signers on the troop bank account have access. All signers on the bank account should also be given the username and password for the app.
4. Use Girl Scouts Western Pennsylvania's EIN when setting up the troop profile for these apps. Our EIN is 25-1126094.

5. Payment apps may only be connected to the troop/service unit bank account and all monies collected via the app should be deposited into the bank account promptly and directly. Do not attach the digital payment app to a personal/secondary account.
6. Non-signers may not be given the login information for the account, however, as with all finances, non-signers may request details about the income and expenses of Girl Scout accounts at any time.

Using the digital payment app:

7. **Personal digital payment accounts belonging to any volunteer should never be used to collect troop/service unit funds, nor should the troop/service unit account be used for personal transactions.**
8. Troop volunteers/caregivers are responsible for any payments they accept. This is also the case for any cash or check payment accepted.
9. Troop treasurers, and/or those responsible for troop finances agree to the use of these apps and to record all transactions properly. Careful record-keeping is essential, especially if collecting payments of multiple kinds from the same person (e.g., a caregiver sends you one payment that includes both cookie money and a day camp registration fee). Keep track of how much money came in, from whom, and for what, and report it correctly on your Annual Finance Report.
10. Adults assisting at booth sales where payments are accepted via these apps should keep a log of all electronic transactions and give it to the troop cookie manager or leader. This will allow the troop to track inventory and allocate payments correctly.
11. Verify digital transactions at booth sales as they occur. Confirm the amount of the customer's payment on their phone before accepting the payment.
12. Digital payment apps may be used to reimburse volunteers or caregivers for items purchased. Do not self-reimburse. Ask another signer on the account to verify the expense and make the reimbursement. Create a receipt signed by both parties and maintain a copy of the receipt for your records.

13. Please remember that troops/service units are not permitted to solicit cash donations or engage in crowdfunding of any kind.

Managing digital payment apps and fees:

14. Fees incurred by using these apps will be borne by the troop and not passed on to product program customers. Troops are also responsible for purchasing any hardware necessary to accept such payments (a card reader, for example). Because these will be considered troop expenses, the girls must agree to accept credit card payments and to use these apps knowing that there is a fee involved.
15. These fees are considered troop expenses and must be reported separately from cookie payments on the troop's Annual Finance Report.
16. Store all digital and paper transaction notices (emailed receipts etc.) carefully and be prepared to produce them if requested.
17. Girl Scouts Western Pennsylvania does not provide assistance or support for these services, nor do we cover any fees or expenses associated with their use.