

Service Unit Financial Agreement & Account Management Policy



As a volunteer of Girl Scouts of Suffolk County, and designated service unit treasurer or coordinator, I understand and agree to the expectations of behavior and compliance standards of managing the assigned service unit bank account as defined in this document:

Service Unit Team Requirements

The service unit coordinator and service unit treasurer assigned to manage the service unit account must complete and sign this form annually at the beginning of each fiscal year. The Girl Scout fiscal year runs from October 1st to September 30th.

Service Unit Bank Account Management

- Service unit accounts can only be opened by the service unit treasurer and/or coordinator at the designated financial institution. Account changes such as online banking, change in address, phone numbers, signers, can only be made by the service unit treasurer and service unit coordinator.
- There will be two signers on the account: the service unit coordinator and the service unit treasurer.
- In the event of one of these service unit volunteers step down from his/her role, notification to the service unit coordinator or treasurer must take place within 5 days to ensure proper steps for transition of signatures and contact information.

Debit Card & Checks

- Only one debit card is to be issued to the service unit and kept by the treasurer.
- The debit card is only used as a credit card linked to the checking account. No pin will be issued. Check and cash deposits must be made at the bank with a teller.
- If a financial institution issues a new debit card due to loss or renewal, a photocopy of the front and back of the card must be maintained by the service unit treasurer.
- The service unit is never permitted to withdraw cash, either at an ATM or as a “cash back” option at a retailer.
- The debit card is to be immediately returned to the service unit coordinator when the service unit treasurer is no longer active in his/her volunteer role.
- If for any reason the debit card is used improperly, the debit card will be canceled.
- Check books should be kept by the treasurer. All checks must be written to individuals or organizations for the purpose of deposit with notation of purpose in the memo. Checks cannot be written to “cash” in any circumstance.
- All reimbursements and payments must be **reconciled within the same Girl Scout fiscal year in which expenses were accrued**. Sales tax will not be reimbursed or paid out.
- Reimbursements and payment to vendors, volunteers, parents or caregivers, must be issued via check using the **Service Unit Payment Request Form**. A service unit coordinator or treasurer needs to be reimbursed by a check signed by another account signer other than him or herself and receipts must be attained and recorded.

Service Unit Financial Agreement & Account Management Policy

Service Unit Monies

- All monies of the service unit must be designated to activities for prospective and registered Girl Scout members of the service unit.
- All decisions regarding service unit monies must be made by active members of the service unit under the guidance of the coordinator and treasurer.
- Service units are required to spend down the account balance annually unless funds are earmarked and noted for specific events/activities that will take place in the following fiscal year.
- The **GSSC Tax Exempt Form** must be presented for all purchases as troop funds cannot be used to pay tax on any items.
- **Service units are prohibited from participating in additional fundraising activities that profit the service unit.**

Income - Funds deposited into the account should come from the following sources:

- Fall Product Sales and Girl Scout Cookie Campaign rebate.
- Unsolicited donations or sponsorships (Amounts of \$250 or more in form of check or cash from a single source must be processed by council and cannot be directly deposited into the account).
- Bank account interest.
- Girl monies transferred from disbanded troops.
- Monies issued back to the account for purchase refunds.
- Event fees.

Expenses - Funds leaving the account are used for the following:

- Girl Scout registration fees.
- Tag-Along Insurance.
- Banking fees.
- Girl monies transferred to another troop in the event of a girl transfer.
- GSSC Programs, camping, encampments, and volunteer trainings.
- Volunteer Appreciation Awards, membership pins for troop leaders and/or team members.
- GSSC and service unit sponsored volunteer recognition event costs including admission fee, venue costs, and event supplies.
- Food and non-alcoholic beverages for service unit activities or events.
- Service unit activity expenses including outside meeting facilitators; trips; and events.
- Supplies such as flags; ceremony materials; recruitment supplies; banners; crafts; and first aid kit.
- Supplies and resources for general service unit and troop usage.
- Administrative costs including: postage; maintenance of post office box; paper; printing; copying; and online event management software.

Funds CANNOT be used to expense the following: gifts for Girl Scouts, volunteers, or community members, such as retirement, birthday, graduation, or get well; scholarship funds; or donations to other non-profit agencies unless permitted by GSSC and GSUSA; and parties for volunteers with the exception of a volunteer recognition event that does NOT include alcohol.

(Last Revised: 6/3/25)

Page 2 of 4

Service Unit Financial Agreement & Account Management Policy



Account Deposits

- Any and all monies collected for the service unit need to be **deposited within 7-10 days of receipt** by the service unit treasurer. Service units are NOT to hold onto for purchases or used to make change at product program booth sales.
- Usage of payment applications such as Venmo or Zelle may only be used if there is a detailed description of transactions that are linked directly to the service unit account. Fees for said applications may be funded by the service unit account if agreed upon by team members.

Documenting and Reporting

- Service unit treasurers will receive bank statements directly. No on-line transfers or payments of any kind are permitted.
- Bank account activity must be monitored with supporting documents and/or receipts to prove expenses, reimbursements, and debit card transactions.
- **The Service Unit Year End Financial Report (September 1-August 31, Due September 7) must be completed annually.** This is a complete report for the entire fiscal year and found on the Forms and Documents page of the website. This report is submitted to council for review.

Girl Troop-to-Troop Transfer of Funds

- If a girl transfers from one troop to another, either because of bridging or convenience, the proportion of troop funds associated with the girls may be transferred to the troop she is joining. The amount of money to be determined for transfer is based upon the account balance on the day the girl is transferred via council and is divided equally amongst the active members of the troop. (FOR EXAMPLE: One girl from a 15-girl troop with an account balance of \$2565 will have \$171 transfer to the new troop). The leader must submit the Girl Troop-to-Troop Transfer of Funds Form to the service unit treasurer to initiate this action within 7-10 days of the girl transferred via council.
- Transfer of funds can only take place from one troop to another of the same service unit or to a troop in another service unit of Girl Scouts of Suffolk County. Council to council transfers are not permitted.
- The service unit treasurer will only issue a check in the instance that the money is housed in the service unit account.

Service Unit Financial Agreement & Account Management Policy

Disbanded Troops

- A disbanded troop is defined as a troop that no longer has active members due to lack of interest, relocation or other issues, including having members that have aged out of the program such as an ambassador troop bridging to adulthood.
- If a girl(s) continues with another troop, a percentage of the money may be transferred to her new troop. If no one continues, troop funds and equipment are held in trust by the service unit pending reorganization of the troop. If the troop is not reorganized within one year, the funds are absorbed by the service unit.
- **All funds must be spent on troop activities by August 31st of their disbanding year.** No exceptions. Any funds left are absorbed into the service unit account and the treasurer will then disburse the funds.
- Troop volunteers are still responsible for submitting both the Mid-Year and Year-End Financial reports for the fiscal year in which the troop is still active.
- Leaders must submit the **Disbanding Troop Form** to the service unit treasurer **by the end of the fiscal year or within 10 days of the troop disbanding.** The service unit treasurer will advise of the next steps upon receipt.
- Leaders are responsible for returning unused checks and debit cards to the service unit treasurer.

Reasons to Close a Bank Account

The only reason a service unit bank account should be closed is if there is a bank issue that requires the account to be transferred to another establishment or fraud on the account. **Bank accounts can only be closed by a service unit treasurer.**

Acknowledgement

I understand that if I do not comply with the above standards or if I participate in illegal activities, my privilege to manage the service unit account will be revoked and I may face legal action. By completing and submitting this form below I agree to uphold the standards of excellence and Girl Scouts of Suffolk County policies as outlined above.



To sign and agree to this policy, please fill out our online form:
<https://gssc68.wufoo.com/forms/zfluso21ke8eqy>
or tap/scan the QR code to access.