

# Volunteer Financial Agreement & Troop Account Management Policy



**As a volunteer of Girl Scouts of Suffolk County, I understand and agree to the expectations of behavior and compliance standards of managing my assigned Girl Scout Troop bank account as defined in this document:**

## **Volunteer Requirements**

The volunteer assigned to manage the troop 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.

## **Bank Account Management**

- All troops, at every level (Daisy-Ambassador), are required to open and use a troop checking account.
- Troop accounts can only be opened by the service unit treasurer at the designated financial institution. No changes to the account can be made by the troop leader such as: online banking, change in address, phone numbers, signers, etc.
- There will be three signers on the troop account: two troop leaders and the service unit treasurer.
- In the event a volunteer is stepping down from his/her role as a leader, notification to the service unit coordinator and treasurer must take place within 5 days to ensure proper steps for transition of signatures and contact information.
- Troop leaders are advised to use the Troop Finance Tracker to track troop finances.

## **Troop Debit Card & Checks**

- Only two debit cards are to be issued to each troop. One card will stay with the troop for the leaders' use. The other will be kept by the service unit 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 given to the service unit treasurer.
- Leaders are 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- The debit card is to be immediately returned to the service unit treasurer when the card holder is no longer active in their volunteer role.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 troop leader. 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 Troop Payment Request Form. A troop leader needs to be reimbursed by a check signed by another account signer other than him or herself and receipts must be attained and recorded.

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## Troop Monies

- Troop money is earned collectively by members of the troop and is not the property of individual girls.
- All decisions regarding troop monies must be made by active members of the troop under the guidance of troop leaders. This includes designation of funds to smaller groups or individual girls within the troop for highest awards projects.
- Troops 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.

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

- Monies collected for intended immediate purchases and payment of Girl Scout registration fees, uniforms, badges, and awards, troop meetings/activities, trips, or events.
- Fall Product Sale Program and Girl Scout Cookie Program deposits.
- Council approved additional fundraisers (Junior level and up only).
- 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).
- Dues if collected. Note that dues can be collected at the beginning of the year or at each meeting. Dues amount is \$1.00-\$4.00 per girl per meeting, with a maximum of \$16.00 per girl per month. This is optional for troops.
- Bank account interest.
- Girl monies transferred from other troops in the event of a girl transfer.
- Monies issued back to the account for purchase refunds.

## 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.
- Fall Product Sale Program and Girl Scout Cookie Program payments to council.
- GSSC Programs, camping, and volunteer trainings.
- Uniforms, badges, and awards.
- Food and non-alcoholic beverages for troop activities.
- Service project expenses related to community service, Take Action projects, and highest awards.
- Troop activity expenses including outside meeting facilitators, trips, and Service Unit events.
- Troop supplies such as markers, banner, crafts, first aid kit, etc.
- Miscellaneous expenses that do not fit into the above categories and can be detailed in the account.

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**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.

## Account Deposits

- Any and all monies collected for the troop need to be deposited within 7-10 days of receipt by the leader. Troops are NOT to hold onto cash for purchases or to be 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 troop account. Fees for said applications may be funded by troop accounts if agreed upon by girls and/or parents/caregivers.

## Product Program Finances

- Troop leaders must submit the ACH Form at the beginning of each Girl Scout Year to the council to participate in produce sales campaigns.
- Troops will be advised of dates of account "sweeps" of monies owed for each product sales campaign by GSSC Product Sales Department. Leaders must ensure accounts are prepared for these sweeps with adequate funds at the time indicated.
- Booth sales will require cash on hand to give change to patrons for product purchases. Leaders are advised to lay out cash and obtain reimbursement for the small amount of cash needed for these exchanges.

## Troop Additional Fundraising

- Only Girl Scouts at the junior level or above may host an additional fundraiser. Additional fundraisers are defined as monies raised by means of hosting an event such as a pancake breakfast or car wash. Prohibited activities include: games of chance such as selling raffle tickets for prizes or cash, and selling baked goods such as at a bake sale or lemonade stand.
- Additional fundraisers may only be considered if and when the troop and/or girl has participated in the Munchies & More (Fall Product Program) Campaign AND the Girl Scout Cookie Campaign for the current or previous Girl Scout year.
- Girls and troop leaders must submit the Troop Additional Fundraising Form and await council approval before hosting an event and collecting monies.

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## Documenting and Reporting

- Service unit treasurers will receive bank statements directly. Troop leaders may use online banking only for the purpose of checking the troop account balance. No online transfers or payments of any kind are permitted.
- Bank account activity must be monitored and documented with supporting documents and/or receipts to prove expenses, reimbursements, and debit card transactions.
- Financial reports are required to be completed by the troop leader and submitted by the designated deadline. There are two reports collected annually.
- Mid-Year Financial Report (September 1-February 28, Due March 7): This report is available as a hard-copy and online form and received by the service unit treasurer for the purpose of a mid-year status report of the account. This report is to be reviewed by the treasurer who can provide feedback and guidance for continued management of the account for the remaining months of the Girl Scout year.
- Year End Financial Report (September 1-August 31, Due September 7): This report is submitted through the online form on the Volunteer Toolkit and received by the service unit treasurer and council. This is a complete report for the entire fiscal year, which should include information from the mid-year report.

## 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.

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## 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 A 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 troop bank account should be closed is if there is a bank issue that requires the account to be transferred to another establishment, fraud on the account, or if a troop is disbanding. 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 my troop account will be revoked, and I may face legal action. 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/z1gqd3p501cy2ft/>

or tap/scan the QR code to access.