

# Troop/Group Bank Accounts and Financial Reports

## Set Up

- Complete the Troop/Group Bank Account Authorization Form and return to the council immediately upon opening a Troop Bank Account.**
- The name and Federal Tax Identification Number of the Council, the tax exempt entity, is to be used for all troop bank accounts—with the troop/group name and number following the Council name.
- The bank account should have two (2) *unrelated* troop/group volunteers as checking account signers and/or holders of any desired debit cards. These volunteers must be currently registered members of the Girl Scouts. Because of the Patriot Act, banks need to know their customers and will require signers on accounts to provide their social security numbers.
- The accounts need to be “in care of” one (1) of the adult volunteers having signature authority. This person would have responsibility for the monthly bank reconciliation. The address of one of the signers must be on the checks and **statements are to be sent to this home address, not to the Council.**
- Some banks may charge service or maintenance fees or require minimum balances. Please check with bank *prior* to opening the account to see if they will waive these fees for the Girl Scout account. If you have difficulty finding free checking for your troop account, please call 1-800-474-1912.

## Bank Account Process

- Complete and thorough supporting documentation, i.e. invoices, receipts, etc., should be kept on file and matched against all proof of purchases by the person performing the monthly reconciliation.
- An annual financial report and year-end bank statement are required to be submitted to the Council, usually prepared by the same volunteer preparing the bank reconciliations. This form can be found on the GSCSA website.
- In the event a troop/group receives a bad check, if still uncollected after being presented to the bank twice for payment, the troop/group has the option to forward the bad check to the Council for collection agency follow-up.
- Additional resources for help in maintaining Girl Scout funds are available on the GSCSA website.

## Troop/Group Checking Account Policy

- Troop/group funds are solely for the benefit of the girls within the troop/group and with their input into its use. **Personal use of troop funds at ANY TIME is illegal.** Personal funds and troop/group funds should never be co-mingled.
  - GSCSA TAKES MISUSE OF TROOP/GROUP FUNDS EXTREMELY SERIOUS. IF PERSONAL USE OF GROUP MONIES OCCURS, GSCSA WILL BEGIN COLLECTION PROCEDURES, TAKING LEGAL ACTION IF NECESSARY. HOWEVER THE COUNCIL CANNOT REIMBURSE THE GROUP.**
  - As a standard practice, one signer should hold the check book and/or debit card while the OTHER signer should receive the bank statements for reconciliation purposes. This is an internal control to demonstrate transparency of the finances within the group to all volunteers, parents and/or guardians and girls.
  - Any check/payment less than \$75 can be made without officially documented approval from account co-signer.
    - In the spirit of having a transparent Troop/Group Bank Account that is used for ONLY group-decided expenses, all checks/payments equal to or greater than \$75 require approval from both authorized signers - with the exception of Council transactions.
    - In the instance that that both signers are not present at the time of the transaction, the co- signatory could sign the receipt for the merchandise, the debit card receipt or present some other statement that both parties knew about the purchase.
    - This documentation could be kept with the rest of the Troop Banking records and submitted with Troop Financial Record in June.
- NOTE:** If at any time issues, questions or concerns regarding the Troop/Group Checking account arise; please contact the Council at (800) 474-1912.
- No check should ever be signed blank and no check should ever be made payable to cash. If a debit card is associated with an account, it should never be used to withdraw cash from the account.
  - Online banking access (i.e. transferring funds, downloading statements) is prohibited for internal control purposes. Electronic or online purchasing are not considered online banking, therefore are accepted. Credit cards are prohibited.
  - The Council is responsible for all troops and all monies raised and earned in the name of the Council belong to the Council, not individuals or geographic units. The Council will not access any troop account as long as the troop is functioning according to established policies and procedures, but may close the account if a troop has disbanded, the signers are no longer available or fraudulent activity is suspected.
  - As the owner of the account the Council can permit the bank to run background checks on signers if not already on file as part of volunteer orientation process. The Council may search for troop accounts as well as abandoned funds with the State’s Unclaimed Property Department.

**Personal use of troop funds at ANY TIME is illegal.**



# TROOP / GROUP BANK AUTHORIZATION FORM

This form (*per the instructions below*) authorizes the below named person(s) to open a Troop or Service Unit bank account in the name of Girl Scout Council of the Southern Appalachians (GSCSA).

**Authorized Persons to Open Account:** The bank account should have two (2) unrelated volunteers as signers.

_____ Authorized Signer #1 (please print)	_____ Authorized Signer #2 (please print)
_____ Signature	_____ Signature
_____ Address	_____ Address
_____ City, St, Zip	_____ City, St, Zip
_____ Telephone	_____ Telephone
_____ Email	_____ Email

### Banking Partner:

As members of the Girl Scouts, we realize that any funds held in this bank account are ultimately the responsibility of the Council. Therefore, we authorize the officials of the bank where our Troop or Service Unit funds are deposited, to provide total access to any and all financial information at the request of the Council CEO or CFO. Also we understand that we are authorizing the closure of this account by the Council CEO or CFO, if necessary.

**Troop account set up:**

1. **Girl Scout Council of the Southern Appalachians Troop # \_\_\_\_\_**  
(OR Girl Scout Council of the Southern Appalachians \_\_\_\_\_ Service Unit)
2. The Council's federal tax identification number: 62-0518287
3. All bank statements should be mailed to the selected leader's home address
4. Troops/Leaders/Volunteers are NOT permitted to have access to online banking
5. Authorized account signers **may** apply for debit cards if desired (*NOTE: First TN Customers must apply for a debit card through the council office 1.800.474.1912*)

_____ Troop Number or Service Unit
_____ Name of Bank
_____ Account Numbers
_____ Bank Address
_____ City, St, Zip
_____ Bank Telephone
_____ Bank Fax

First Tennessee Customers : Please check if a debit card is desired

**LEADER(S):** Please complete and return a copy of this form to

Girl Scout Council of the Southern Appalachians, Inc.  
 ATTN: Troop / Group Banking  
 1936 Dayton Blvd.  
 Chattanooga, TN 37415  
 (800) 474-1912  
 Fax: (423) 877-5587

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