**FINANCIAL POLICIES for Pittsford Girl Scout Accounts at the Pittsford Federal Credit** **Union**

Updated 2/25/2019 by Joyce Volino

In this era of identity theft and financial mismanagement, it is very important that all monies handled by Girl Scout Leaders on behalf of their troops be carefully managed and all transactions be aboveboard.

To support these goals, we have worked with the PFCU to develop policies that will benefit and protect our leaders and girls.

The Pittsford Federal Credit Union provides FREE checking/savings accounts for Girl Scout troops. Girl Scout Troop leaders and Finance Consultants can monitor account activity via FREE monthly statements. The Pittsford Service Unit requires all troops set up their troop accounts at the Pittsford Federal Credit Union.

# PFCU CONTACTS

Mary Howk is the point-person familiar with Pittsford Girl Scout troop policies at the Credit Union. She will be glad to help troop leaders and finance consultants with anything they need.

Telephone: 585-624-7474 or 1-800-836-8010.

Email: MHowk@pittsfordcu.org.

# ACCOUNT SETUP

 Once you have been assigned a troop number, check with the Finance Consultant

 to see if a new bank account needs to be opened or if we already have an account

 designated for the use of the troop.

Once all paperwork is complete the Service Unit will “seed” your account with $25 to assist with troop start-up costs.

# ACCOUNT SIGNATURES

 ***SU/GS Global Signatures***

Signatures of the Finance Consultant and one Service Unit Manager will be on file for your account.

***Troop Signatures***

The other two signatures on the account should be leaders/co-leaders/finance consultants (registered adult Girl Scouts) from the GS Troop.

All Girl Scout Troop account openings, modifications or closures must be authorized by one of the two SU/GS Global signatures.

ACCOUNT MODIFICATIONS

All account modifications (new account, updating signers, removing signers) must be authorized by the Finance Consultant be accompanied by an Organization Account Information Affidavit AND a Certification of Beneficial Owner(s). ALL forms will be provided by the Finance Consultant each time. Contact Finance consultant to receive emailed copies of needed forms. Once forms are complete you may deliver them in person to the Pittsford Federal Credit Union OR contact Mary Howk to email them via secure link. Do not email any paperwork to the Bank without the use of the secure link.

# CHECKS

All GS Troop accounts should have only the troop number as the account name preprinted on checks. The Account name should be in this format:

 “**Girl Scouts of Western New York Troop # 6XXXX**”

Note: Tax ID number is the same for all Girl Scout Troops: **16-0743096.**

# STATEMENTS

Girl Scout Troop Accounts should have their monthly statements mailed to the Troop Finance Consultant or Troop Leader.

# DEPOSITS

Girl Scout Troop check deposits should not be endorsed by a person (no names need to be written on the back). The GS Troop account number is the only information which needs to be written in the Endorser area. The Credit Union representative will stamp “for deposit only” on the back of each check for you.

# ACCOUNT ACTIVITY

Girl Scout Troop Accounts can have DEBIT card access. (See separate sheet for Pittsford GS Policy for Debit Cards.) Paper checks and Debit Card transactions are the only means to disburse troop funds because they provide an excellent paper trail and documentation. You may link your account to PayPal or Venmo to receive funds (dues, field trip costs, etc. from parents). You may NOT use these services to reimburse parents, purchase troop supplies, and pay for event passes.

# TROOP DISBANDING

If a troop is not continuing next year or is merging with another troop - all financial items and paperwork (left-over checks, monthly statements, petty cash) should be given to the School Organizer or the Service Unit Finance Consultant who also must authorize the removal of troop signers on the account.