

Girl Scouts of Western New York Finance Guideline Highlights – 1/13/14

1. Troop bank accounts are for checking only. Savings accounts are no longer necessary.
2. There must be two unrelated persons designated as financial managers who can sign for each troop checking account. These may be, but are not required to be, troop leaders. The Service Unit finance manager is also designated as a signer for each account.
3. Each account may have one debit card associated with it. Using the debit card is the GS preferred method for expenditures. These must be used as credit cards only; therefore, there is no PIN associated with the cards.
4. Each new troop will start with \$25 in their account, provided by the Service Unit. This is to cover the cost of purchasing checks through the bank.
5. If a troop ends or disbands, the financial officers must inform the bank so their names are removed from the account. Debit cards, check books, and financial records should be given to the Service Unit finance manager.
6. The bank must be notified of any finance person changes for a troop.
7. All personal reimbursements must be paid by check. The person being reimbursed MAY NOT be the person writing the check, i.e. you cannot reimburse yourself.
8. All receipts for reimbursement must be kept for bookkeeping purposes. The receipts must be initialed by the purchaser AND an approved troop finance person or leader. Any receipts for purchases made with the debit card must also be initialed by the purchaser and a troop finance person or leader. This ensures that all purchases are legitimately for troop purposes.
9. If a girl transfers to a different troop, one equal part of the previous troop's funds is also transferred to the new troop. For example, if there are ten girls in a troop that has \$400 in its account, \$40 of the troop funds will be transferred to the new troop.
10. If a troop disbands, troop funds for each girl that continues in Scouts are transferred to her new troop. All other funds are returned to the Service Unit. If a girl leaves Scouts and then returns at a later time, the Service Unit will return her funds to her new troop.
11. Troop finance reports are due on January 15 and June 15 of each year. Failure to file reports in a timely fashion may result in a financial audit by the Service Unit or Council.
12. Further information can be found on the Service Unit website
www.pittsfordgirlscouts.org.