

GSCSNJ Troop Banking Requirements and Procedures for Service Unit Treasurers

General Information

1. All Troops are required to have a troop bank account
 - 2 signers on account.
 - Service Unit Treasurer(s) (SUT) may be an additional signer.
 - Service Unit Manager (SUM) may be an additional signer.
 - All signers must be **registered** and **background checked**.
 - Only one bank account per troop is allowed. Girls may not have individual accounts; troop funds belong equally to all troop girls. For special circumstances, contact Troop Financial Specialist.
2. Troops MUST turn in completed End of Year Financial/Trip Reports on time.
3. **NO BANK TRANSFERS from Troop account.** This includes Cookie/QSP funds to GSCSNJ and personal accounts.
4. **NO Counter withdraws.**
5. Troops need a receipt book for all money transactions with parents, and must always issue receipts.
6. If there is a banking issue, troop leaders/treasurers should contact the SUT, and the SUT will contact Troop Financial Specialist. Please do not contact the bank directly.
7. Save all receipts for 2 years plus the current year. Receipts only need to be turned in upon request. If you move or leave the SU, turn the financial records in your possession over to new leadership or to the SU and refer to the Disbanding Checklist.

Checks

1. **DO NOT sign checks to yourself and/or checks out to Cash.** If a signer needs to be reimbursed and the other signer is unable to do so, the signer must contact the SUT. Receipts are required for reimbursements. (Make a note in MEMO line what the reimbursement is for.)
2. Checks must read:
GSCSNJ Troop xxxxx
Address where SU Statements go
City, State Zip code

Debit Cards

1. Debit Cards are REQUIRED for Troop accounts. (2 cards)
2. **TROOPS MAY NOT withdraw money from the ATM** without prior authorization from the SUT.
3. **TROOPS MAY NOT check balances at the ATM** – when a fee will be charged.
4. **MAKE TROOPS AWARE that deposits of cash or checks at the ATM** will not be available for 3-5 business days. Teller deposits are recommended.
5. **Debit Cards Must Read:**
GSCSNJ Troop xxxxx User Name

Over Draft Fees

1. When a Troop account is charged an overdraft fee the individual who made the transaction causing the overdraft is responsible for paying **all fees** charged due to the overdraft.
2. A separate deposit needs to be made to the troop account that clearly shows that the fees were charged are being paid back to the troop. This deposit should be marked as "payment for overdraft fee".

New Troop Checking Accounts /Maintenance

(This is process, unless your SUT advises differently.)

1. Troop requests paperwork from the SUT.
2. The following is required for all NEW accounts
 - a. GSCSNJ Non-profit letter signed by GSCSNJ CFO, indicating the approval to open an account under the GSCSNJ Tax ID Number.
 - b. Bank Corporate Certificate for Resolution.
 - c. All paperwork filled out properly (Include your Troop Number, Address where SU Statements go, Signatures, Social Security Number* and date)
 - d. Copy of all signers' Drivers License
 - e. \$5.00 to open the account.
 - f. **ALL paperwork and required materials MUST be returned to the SUT for review to make sure that everything is included.**
 - g. The SUT will submit all paperwork to the bank (in person, via secure email or fax). If paperwork is emailed, it will be on a Secure Banking System.
 - h. *NOTE: If leaders are not comfortable adding their SS# to the paperwork, they can instead include a good phone number to be reached at. The bank will call and speak to them. Please have them sign and date the paperwork.
3. Notify Troop Financial Specialist as soon as the account has been opened. Please state Troop number and account number.
4. The SUT will contact Troop Treasurers when checks have come in.
5. Debit Cards are REQUIRED for Troop accounts. (2 cards)

Changing/Updating Signers on accounts

1. Follow procedures above for opening an account.
2. This takes about 3-5 **business** days once the paperwork is handed in to the bank.
3. Troop Leaders/Treasurers must notify SUT within 15 days of an account signer stepping down from their leadership role.

End of Year Reports

1. SUT together with SUM and Specialist establish firm deadlines for your Service Unit and adhere to the Council deadline of June 30th.
2. Treasurers must **download the file** to MS Excel, Pages for Mac or compatible software if completing report on the computer. Google Documents and other on-line services WILL NOT WORK. If completing by hand, treasurers should print the PDF

file. *SUTs should include this instruction in the body of the email/cover memo when sending out the blank report to Troops*

3. SUTs please save and send financial form to troop treasurers (with the SUT contact info and due date updated), to SAVE and CLOSE the file with the INSTRUCTIONS tab open on top! That way it will be the first thing people see.
4. The following **MUST** be included, via hard copy OR electronic copy (SUT may set delivery method requirement)
 - 20xx-20xx End of Year report.
 - April OR May 20xx Bank Statement
 - Troops with Funds over \$500 must tell the SUT in writing what they will be using the funds for because the girls that earn the funds should be spending the funds. (ex. Next year registrations, upcoming events, End of Year party. etc.)
5. The SUT will review all reports to make sure the required documents are included and verify the ending balance is correct according to the bank statement. Note that it may not match due to outstanding checks or deposits.
6. If the SUT **does not** receive the End of the Year Report by the due date, the SU may take control of troop funds by removing all but \$20 from the account. **The SUT must advise all troops of this potential consequence in advance of deadline.** A call to the leader and a reminder email must be sent on the due date to any troops not in compliance, *before the SUT removes funds*. If funds are removed, the SUT will email and call the Troop Leaders AND Troop Treasurer advising NOT to use the account. No funds will be moved until after the Council due date of June 30th. The Troop Treasurer/Leaders will be held liable for all fees that may occur due to any attempt to use the account during this period. Once the end of year report is received and reviewed by the SUT, all funds will be returned to the Troop account. If at any time Troop Leader cannot be reached by email or phone a letter through USPS must be sent. SUT must make contact with troop leader before any funds can be moved. If contact cannot be made contact Financial Support Specialist for additional direction.

Disbanding Troops

1. Leaders must let the SUM, SUT and SUR know that the Troop will be disbanding.
2. Please refer to the Disbanding Troop Form.
3. When a troop disbands, the money remains in the account and/or is spent or donated (donations can only be within Girl Scouts) prior to closing the troop.
Troop leaders do not close the account. The Service Unit Treasurers will do this task. **Do not divide up the remaining funds or give gift cards** to the girls in any situation.
4. The Troop **MUST** submit End of Year Reports for the year that they are disbanding.
5. An extension is given to disbanding troops until September (they will use the August bank statement as their final statement).
6. Due Date is September 15th, 20xx.
7. The SUT will close out the account, once the Disbanding Troop Form is received from the SUR.
8. Please contact Council for any question regarding remaining funds in the troop account.