



GIRL SCOUTS ORANGE COUNTY

2017

Troop

Financial Guidelines

Revised as of October 2017

Troop Financial Guidelines

These troop financial guidelines are provided as a supplement to the Girl Scouts of Orange County (GSOC) Policies and Standards, to assist the Troop Leaders in handling troop funds.

TROOP BANK ACCOUNTS

GSOC Policies and Standards state that all Troops and Service Units must have a bank account for the purpose of safeguarding troop funds.

If your bank requires a letter of authorization to open a troop account, call your Service Unit Coordinator/HR and one will be provided.

All GSOC bank accounts must have ACH (Automated Clearing House) capability. To ensure this, a Troop ACH Authorization Form* (TAA Form) must be completed and submitted to GSOC every year beginning August 1st. The TAA form is an electronic form and has a digital signature. Troops may not participate in any money-earning activities, including Council Product Sales, without a TAA Form on file.

Details for establishing the bank account are included under “Troop Banking Policies and Procedures”. See pages 6 and 7.

TROOP FINANCIAL REPORTING

All troops/groups are required to submit an annual Troop Financial Report by [June 1st](#). The Troop Financial Report is submitted directly to Girl Scouts of Orange County, and reviewed by the Volunteer Specialist assigned to your region. As of 2017, all troops will submit their Troop Financial Report (TFR) on the Volunteer Toolkit (VTK).

The Troop Treasurer will compare all of the Troop receipts against the Troop bank account register, and will compare to a copy of the April bank statement. Using the receipts and/or the Troop bank account check register, the Troop Treasurer will itemize and list all of the troop income and expenses on the [Troop Financial Report Spreadsheet](#).

The troop leader and co-leader will review and verify the accuracy of the information listed on the Troop Financial Report Spreadsheet. After verification, one Troop Leader should complete the online Troop Financial Report using the totals listed on the spreadsheet. This form is on the Finances Tab of the VTK. *Only Troop Leaders with a current membership and troop leader role assigned in our system can access this form.* Be sure to upload your April bank statement and to indicate whether or not the troop is planning to disband and if the leadership of the troop will change. Submit the report online by the June [1st](#) deadline.

Troop Financial Guidelines

TROOP FINANCING

An important aspect of the Girl Scout program is girl planning. This includes working with the Leaders to develop the troop's program as well as finding ways to finance this program. The amount of girl participation in this process depends upon age, experience and program level.

1. Leaders and girls working together will develop a troop budget:
 - a. Establish dues that are affordable by all girls.
 - b. Discuss Product Sales proceeds and ways they will be used (set goals for Product Sales based on the troop's goals).
 - c. Determine what are **troop expenses** and what are **individual girl expenses**.
 - d. Discuss importance of making choices and "living within" the budget to avoid frequent requests to parents for funds.
 - e. Discuss program appropriate to age and finances of the troop.

Note: Leaders should avoid financing troop activities – girls need to learn to make choices that fit within their budget.

2. Leaders are expected to discuss troop plans and finances with parents including:
 - a. Troop budget and program plans.
 - b. Availability of Financial Assistance for individual girls. See [Financial Assistance Guidelines](#) on the GSOC Website for further details.
 - c. Leaders or Troop Treasurers will share with parents, on request, all financial records, reports and receipts.

TROOP PRODUCT SALES

All troops should participate in the annual Council Product Sales.

The money earned by the troop during these Product Sales, along with troop dues, should provide most of the money necessary for the troop's program during the year.

Each troop should designate and register at least one adult to be responsible for the Product Sales. Detailed instructions are provided for these adults at training.

Please refer to [Volunteer Essentials Resource Book, Chapter 5; Managing Group Finances](#) for more information or visit www.GSCookiesetc.org

Troop Financial Guidelines

TROOP MONEY-EARNING PROJECTS

Brownie through Ambassador troops may have an additional money-earning project during the year, provided they have participated in both previous Product programs and the program they have planned for use of the additional funds is appropriate for age and experience per GSOC Policies and Standards.

Girl Scout Daisy troops may not participate in money-earning projects other than the Council Product Sales program.

Girl Scout Brownie troops should not need to participate in money-earning projects other than the Council Product Sales; however, troops may request approval for one money-earning project during the year in addition to the Council Product Sales. (Policies & Standards, 2011)

Girl Scout Junior troops may request approval for one money-earning project each year in addition to the Council Product Sales.

Girl Scout Cadette, Senior and Ambassador troops/groups or individual girls may request approval for two money-earning projects each year in addition to the Council Product Sales.

Application for Permission

A troop that has not participated in the most recent fall product program **and** most recent cookie program for which it is registered, may not engage in other money-earning projects.

Troops must have the written approval of the Service Unit Manager to engage in money-earning projects, other than Council Product Sales. For approval, submit a Troop Money-Earning Project Application Form three months prior to the activity to your Service Unit Manager. **If the money-earning project is expected to net more than \$250, additional approval must be obtained by the GSOC Program staff, not less than 3 months in advance.**

Following the money-earning project, each troop **must** submit a Troop Money-Earning Project Report and Evaluation Form to the Service Unit Manager. For more information, review the Money Earning Project Guidelines for Troops, and Individual Girls on the GSOC Website.

Troop Financial Guidelines

TROOP FUNDS GENERAL

GSUSA Blue Book of Basic Documents states that all money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by a Girl Scout council or Girl Scouts of the USA. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the Girl Scout council or Girl Scouts of the USA and shall not be sold, given, transferred, or conveyed to a third party for less than fair market value. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within a Girl Scout council.

Troops that participate in GSOC product sales receive proceeds based on the sales of the entire troop not for individual girl sales. Thus, the proceeds the troop receives for participating in Fall Product Sales and cookie sales belongs to the troop and not to individual girls. It makes no difference if a girl sells 3 items (cookies or cans of nuts/magazines) or 300 items, the proceeds belong to the troop and should not be broken out on a ledger to individual girls. Troops should use these proceeds as a way to fund their Girl Scout experience.

1. Troops should budget and plan to spend money in the year in which it was earned by the girls.
2. It's acceptable for newly formed troops to ask for startup funds from the members' family. The funds should only be requested for new troops and should be minimal, with recommended amounts not to exceed two months of dues.
3. In the rare instance where money has been collected from a girl for a specific activity in which she did not participate, that money may not be reimbursable if expenses have been incurred on the girl's or the troop's behalf (i.e. a short notice cancellation).
4. If an entire troop bridges from one level of Girl Scouting to another, the funds may move along with them. In an ongoing or open-ended troop, however, where only a few girls are bridging up, the funds would remain with the original troop. When girls move to a new troop, the girls within the original troop can vote to provide a share of their troop funds, which would be sent to the troop girls are registered in.
5. When a troop is disbanding, the leader should complete a Troop Disband Notice and submit it to GSOC; the troop bank account should be closed and any remaining proceeds of the account (i.e. check made out to the Girl Scouts of Orange County) should be mailed to GSOC along with a final bank statement showing the account is closed. Troop equipment and other supplies belong to the Girl Scout Council and therefore may be disbursed at the direction of the Service Unit Team.

PROTECTING GIRL SCOUTS' NONPROFIT STATUS

Individual Girl Scouts (girls) cannot have individual accounts set up using the Council's tax ID.

TROOP BANKING POLICIES AND PROCEDURES

1. Troop bank accounts **must** bear the name of **Girl Scouts of Orange County, Troop No _____** and the Council Tax Identification Number (95-2023244). **Bank statements should have the mailing address of the Troop Treasurer or Leader, not GSOC.**
2. GSOC Policies and Standards (*page 3*) state that all Troops and-Service Units **must** have a bank account for the purpose of safeguarding troop funds.
3. GSOC Policy and Standards (*page 3*) states that authorized signers of the account must be registered adult members who cleared the background screening process and are not related by blood or marriage or living in the same household.
4. NEW TROOPS – **MUST** have a troop number **before** establishing a troop bank account.
5. Contact your Service Unit Coordinator – HR or Service Unit Finance Coordinator to request a Bank Authority Letter, which gives permission to open a bank account.
6. When opening an account at a bank, we recommend calling ahead and making an appointment with the New Accounts Representative or Manager. Ask them what documents are needed to open an account. If additional documentation is required, please contact your Volunteer Specialist.
7. The on-line Troop ACH Authorization (“Automated Clearing House”) Form (TAA Form) must be completed on-line annually beginning August 1st with the names of the authorized signers. Troop ACH Authorization forms (TAA form), are kept on file at the GSOC Headquarters to provide accurate information to banks who regularly request confirmation of a troop’s status, and to authorize the Council to automatically withdraw funds owed to the Council for product sales.
8. **Re-Registering Troops** – Troops are required to complete a new Troop ACH Authorization Form (TAA Form) annually beginning August 1st. The TAA form requires uploading a copy of a voided check to confirm bank information.
9. If the troop bank account has earned interest of \$10 or more, the person responsible for the troop account to whom the bank statements are sent, will receive a 1099 INT form from the bank. **It is very important that you verify the proper tax identification number is on the 1099 Form and then forward it immediately to:**

Girl Scouts Orange County Attn: Accounting
9500 Toledo Way, Suite 100
Irvine, CA 92618
10. Troop Debit cards – If the bank selected offers debit cards for troop usage, each troop should only be issued one (1) card which would be held by one of the troop leaders or the troop treasurer; this card may only be used for purchases; the card **MUST NOT** be used for ATM cash withdrawals OR cash back from a purchase.

11. Use of online payment systems – A troop may use an online payment system such as PayPal, Venmo or Square; however, it must be linked to the troop checking account. Any fee incurred using these online payment systems must not be passed on to the consumer. The troop must cover any and all fees associated with using these online payment systems.
12. Overdraft protection - As trustees of the troop's bank account, it is important that troops exercise good money management. Disbursements from a troop bank account should only be made if the funds in the account are adequate to cover the entire disbursement. For these reasons, overdraft protection should not be added to the Troop Bank account.
13. Withdrawal of funds from the bank account requires the signatures of two authorized signers.

FAILURE TO FOLLOW THESE PROCEDURES IS A SERIOUS VIOLATION OF THE POLICIES ESTABLISHED BY THE BOARD OF DIRECTORS AND MAY RESULT IN THE CLOSURE OF YOUR BANK ACCOUNT.

DISBANDING A TROOP/GROUP

A Troop/Group can disband voluntarily, or if they have not re-registered for a period of six (6) months from expiration date of last registration, a troop/group will be disbanded involuntarily.

To voluntarily disband a troop, use the [Disbanding Troop Form](#). Follow the instructions on the form to complete the process and send notification to the Council Headquarters.

1. When you complete a Disbanding Troop Form, the instructions state to close the Troop bank account and mail the proceeds of the account (*i.e. a check payable to Girl Scouts of Orange County*) to:

Girl Scouts of Orange County Attn: Accounting
9500 Toledo Way, Suite 100
Irvine, CA 92618

2. Please enclose a letter indicating that the account has been closed. This must be done within **30 days** of the troop disbanding. These funds will be held in a restricted account for one (1) year and will be refunded to the troop or sent to the new troop where girls are participating from the original troop; within that time should the troop or girls reactivate. If the troop does not reactivate after one (1) year, the funds will be used as support assistance for girls and volunteers.
3. You should also obtain a final bank statement and use it to prepare the final on-line Troop Financial Report located on the Finances Tab of the VTK.