



Money Manager Training Reference Guide

NOTE: This document is intended to be used as a reference AFTER you have completed Money Manager Online Training.
You must complete the online video to receive credit for Money Manager training.

REVISED APRIL 2019



Money Manager Training Reference Guide

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Welcome!

Thank you for being a Money Manager for your troop/group bank account! Girl Scouts work diligently to earn money through product program and other money-earning activities each year. We want to make sure their money is safe and that they have a say in how their funds are spent.



Our Girl Scouts learn many valuable skills, and it is important to include them in the money management process. The troop leader needs to share the responsibility with the girls in ways appropriate to their ages and experiences. When age-appropriate, girls can even assist in document preparation and money handling.

Money Manager Forms

In your role as Money Manager, you will be responsible for submitting the following forms for your bank account:

- **Money Manager Position Agreement Form**
- **Bank Request Form**
- **ACH Authorization Form**

All these forms can be downloaded from the [Forms](#) page on the GSSWT website

Money Manager Forms (continued)

Money Manager Position Agreement Form

See example on next page

- **All account signers** are designated as Money Managers, and are responsible for monitoring and ensuring the security of the account.
- Each Money Manager must complete a Money Manager Position Agreement form to acknowledge that he/she:
 - ❖ has completed training
 - ❖ is familiar with the requirements of the position
 - ❖ agrees to follow the policies and procedures outlined in the **“Volunteer Essentials”** handbook
- You must have a current position agreement form on file to be eligible as a signer on the troop/group account.

Money Manager Forms

(continued)

Money Manager Position Agreement form



Name: _____
Troop #: _____
Community: _____

Money Manager Position Agreement

Purpose: All account signers are **Money Managers**, responsible for maintaining accurate records and submitting required reports for all money earned or spent by the Troop/Community (Group).

My position is (check appropriate box):

Troop Money Manager

Community Money Manager

By initialing each line, I agree to the following:

I will ensure that my Girl Scouts of Southwest Texas (GSSWT) membership and background check are kept current. I understand that GSSWT membership expires on September 30 of each year, and background checks expire three years from activation date.

I have successfully completed money manager training within the past 12 months, and will ensure that my training is kept current by renewing at least every three years, or as changes require.

I understand that the group account must have at least two qualified signers at all times. Signers cannot be related by blood or marriage, and cannot reside in the same household. If I decide to leave the group, I will notify GSSWT and the other account signer(s) in my group to find a replacement.

I will use a GSSWT-approved bank and follow all procedures for opening accounts, changing accounts, adding/removing signers and closing accounts, as described in Chapter 5 of the most recent edition of the "Volunteer Essentials" handbook.

I understand that group accounts are established under the GSSWT tax ID number, and are therefore property of GSSWT and subject to its guidelines and requirements.

I understand that all account signers are responsible for reviewing monthly bank statements and otherwise monitoring the account. Discrepancies are to be reported to GSSWT immediately.

I understand that group account signers must not write checks to themselves. One signer may write a check to the other signer for reimbursement. All reimbursements require a valid vendor receipt.

I understand that third party money-transfer accounts (PayPal, Venmo, Apple Pay, etc.) are not permitted on the group account. The "Square" application is to be used only for Product Program transactions.

I understand that **cash withdrawals are not permitted from the group account**. Withdrawing cash from the group account may result in my being released as a volunteer, and could possibly result in GSSWT filing criminal charges.

I understand that **use of this account for personal use is not permitted**. Using the group account for personal expenses may result in my being released as a volunteer, and could possibly result in GSSWT filing criminal charges.

I have been instructed in the proper use of the Sales Tax Exemption form, as part of my money manager training, and will train and encourage the adults in my group to save group funds by using the form for Girl Scout activity-related purchases.

I am aware of the guidelines regarding the Auto-Withdrawal ACH Authorization form, and understand that my group must keep a current ACH form on file with GSSWT in order to participate in the Fall Product and/or Cookie Program. Groups who do not participate in at least one of the product programs during the year are not eligible to conduct their own money-earning events or solicitations.

I have been instructed on the money-earning and solicitation policies of GSSWT, as part of my money manager training, and will abide by these policies. The Development Department must pre-approve all solicitations valued at \$250 or more.

I understand that all in-kind (non-monetary) donations must be reported to GSSWT.

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Page 1 of 2

(continued on next page)



Name: _____
Troop #: _____
Community: _____

Finance reports are due twice a year, by December 15th and by June 15th. The December report covers June 1 through November 30, and the June report covers December 1 through May 31. The reports will cover only these complete months.

I will ensure that the finance report is completed accurately and submitted on time, as directed in Chapter 5 of the "Volunteer Essentials" handbook and on the report's instruction page, **even if there was no activity on the account during the reporting period**. The report will include the completed and signed cover sheet, income and expenses spreadsheets, copies of bank statements and copies of receipts.

I understand that I am not authorized to close the account directly with the bank. If my group disbands, I will ensure that GSSWT is properly notified to close the bank account, and that my group submits a final finance report within 30 days of receiving the final bank statement.

I understand that group funds belong to the entire group and not to any one individual or collection of individuals within the group. Funds remaining in the account after disbanding become property of GSSWT.

Bank statements and the most recent finance report will be made available to group members and/or to girls' caregivers for review during each group meeting and at any time upon request. I understand that financial transparency is crucial.

Any and all financial documentation will be made available to GSSWT staff upon request.

I understand that failure to submit finance reports and maintain a bank account in good standing jeopardizes my group's participation in the product program, and prevents my group from conducting its own money-earning/solicitation projects or receiving donations.

I realize that the money manager training materials and required forms, as well as the most recent edition of the "Volunteer Essentials" handbook, are available for me to download from the GSSWT website for reference at any time.

I realize that the GSSWT finance department is available to answer questions and provide assistance as needed.

COMMUNITY MONEY MANAGER ONLY: I am responsible for supporting Troop Money Managers by partnering with GSSWT to guide them in correct council money manager procedures. I will be available to answer their questions and provide assistance as needed.

Method of Selection: Selected and appointed by the group.

Accountability: • Troop Money Managers report to Troop Leader and Community Money Manager
• Community Money Manager reports to Community Chair

Term: Will remain in position until removed from account.

I acknowledge and accept the responsibilities as set forth in this volunteer position description.

Printed Name: _____ Date: _____

Signature: _____ Email address: _____

Telephone: _____

Email to: customer-care@girlscouts-swtx.org

Fax to: 210-349-2666, ATTN: Finance Dept

Mail or deliver to: GSSWT Finance Dept.
811 N Coker Loop
San Antonio TX 78216

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MMPA Page 2 of 2

Money Manager Forms

(continued)

Bank Request Form

(See example on next 2 pages)

- Only the signers who are being **added** to the account are required to submit a bank request form.
- A request form is **not** required from signers remaining on an existing account, nor from signers being removed from an account.
- Each signer should complete a separate form, to ensure privacy.
- Signers should complete **all** information requested on the form.
- Complete the “Primary Signer” section **only** if you are the primary signer. All other signers should complete the “Signer Two” section.
- To remove a signer, write his/her name in the “Signer” section, and check the “Remove” option. No separate form is required.
- **Do not** submit the ACH Authorization form with the Bank Request form. ACH Authorization is submitted only after the account is opened and active or after the signer change is in effect.

How to Complete Your Bank Request Form



Bank Request Form

TO ENSURE PRIVACY, EACH SIGNER MUST COMPLETE A SEPARATE FORM

To ensure privacy, each signer must complete a separate form.

| Request | Account Number | Request | Account Number |
|---|---|--|----------------|
| <input type="checkbox"/> Open a New Account | <small>DO NOT WRITE IN THIS SPACE</small> | <input type="checkbox"/> Remove a Signer | |
| <input type="checkbox"/> Add a Signer | | <input type="checkbox"/> Close Account | |

Check the action requested. If changing signers, or closing account, be sure to include the account number.



DO NOT SUBMIT THIS REQUEST UNTIL YOU HAVE VERIFIED THAT ALL SIGNERS HAVE:

- CURRENT MEMBERSHIP WITH GSSWT
- SUCCESSFULLY COMPLETED MONEY MANAGER TRAINING
- A CLEAR AND CURRENT BACKGROUND CHECK ON FILE
- SUBMITTED A MONEY MANAGER POSITION AGREEMENT FORM



All signers must meet these criteria.

Signers not meeting these requirements will delay your bank request.

Return the completed form to the Finance Department at customercare@girlscouts-swbx.org or fax to: 210-349-2666, ATTN: Financials. Be sure to complete both pages, unless instructed otherwise.

PLEASE DO NOT SUBMIT THE ACH AUTHORIZATION WITH THIS FORM

Choose a bank

Check Bank:

| | | |
|--|---|---|
| <input type="checkbox"/> Broadway Bank | <input type="checkbox"/> First State Bank of Uvalde | <input type="checkbox"/> IBC |
| <input type="checkbox"/> First Commercial Bank | <input type="checkbox"/> Frost | <input type="checkbox"/> The Bank and Trust |

Bank branch location preferred for signing documents:

| | |
|-----------------|----------|
| Community Name: | Troop #: |
|-----------------|----------|

Indicate troop # and Community name. It is very important that you specify the branch where you want to sign your paperwork.

ATTN Bank Account Manager

We are requesting that your banking facility fulfill the above request for **Girl Scouts of Southwest Texas (GSSWT).**

This form must be received directly from Girl Scouts of Southwest Texas by scan or fax.

Please do not process this request without additional page containing GSSWT executive signature.

Please note: No wire transfers may be made from this account.

List all signer names. **All signers are Money Managers.**

The account must have at least two unrelated signers. The signers on this account will be:

| (Please Print) Signer Name | Position | Date of Birth | Drivers' License # | License State - Exp. date | Social Security # |
|----------------------------|---------------|---------------|--------------------|---------------------------|-------------------|
| | MONEY MANAGER | | | | |
| | MONEY MANAGER | | | | |
| | MONEY MANAGER | | | | |

DO NOT WRITE IN THIS SPACE

Each signer must then complete a separate form with his/her personal information. This is required by the bank to add you to the account.

This information is not required to close an account.

TO ENSURE PRIVACY, EACH SIGNER MUST COMPLETE A SEPARATE FORM

How to Complete Your Bank Request Form

(continued)

Bank Request Form (continued) (Troop #: _____)

Enter your troop number, in case the pages become separated.

TO ENSURE PRIVACY, EACH SIGNER MUST COMPLETE A SEPARATE FORM

(Primary Signer): Only one signer should complete the "Primary Signer" section
(Bank statement will be mailed to the Primary Account Signer)

Name: _____ Signature: _____
Mailing address: _____ City: _____ Zip: _____
Home #: _____ Cell #: _____ Email: _____
COUNCIL USE ONLY:
MMPA: _____ CBC: _____ MMT: _____

Primary Signer's contact information. **Only one signer should complete the "Primary Signer" section.** Finance department will complete background check and money manager training dates.

Signer Two: ADD REMOVE

Name: _____ Signature: _____
Mailing address: _____ City: _____ Zip: _____
Home #: _____ Cell #: _____ Email: _____
COUNCIL USE ONLY:
MMPA: _____ CBC: _____ MMT: _____

Other signers' contact information. All signers must sign the form to be added to the account. Finance department will complete background check date and money manager training date.
Requests for account closure do not need to be signed.

Signer: ADD REMOVE (Signer contact information and signature not required to remove from account.)

Name: _____ Signature: _____
Mailing address: _____ City: _____ Zip: _____
Home #: _____ Cell #: _____ Email: _____
COUNCIL USE ONLY:
MMPA: _____ CBC: _____ MMT: _____

Signer: ADD REMOVE (Signer contact information and signature not required to remove from account.)

Name: _____ Signature: _____
Mailing address: _____ City: _____ Zip: _____
Home #: _____ Cell #: _____ Email: _____
COUNCIL USE ONLY:
MMPA: _____ CBC: _____ MMT: _____

To remove a name from the account, simply write the name in the blank, and check the "Remove" box. **No contact information or signature is necessary to be removed from an account.**

(ATTN BANK: DO NOT PROCESS THIS REQUEST WITHOUT AUTHORIZED GSSWT EXECUTIVE SIGNATURE)

Money Manager Forms (continued)

ACH Authorization Form

(See example on next page)

- The troop/group must have a current ACH Authorization form on file to be eligible to receive funds from GSSWT.
- ***Do not submit the ACH Authorization form with your bank request form.*** The form should be sent in only after the signature cards have been completed at the bank, and the new account or signer change is in effect.
- ACH Authorization forms for **new accounts** must include one of the following documents, as confirmation of account:
 - ❖ Copy of voided check (temporary checks are allowed, as long as the bank has pre-printed the account number on the check) OR
 - ❖ Copy of bank statement OR
 - ❖ Copy of *signature card* signed at the bank
- Any time there is a signer change on the account, the primary signer must submit a *revised* ACH Authorization, to reflect the change, only after the change is complete at the bank. **Do not send the authorization form with the bank request.** The revised authorization form does not require a voided check to confirm account.

Auto-Withdrawal (ACH) Authorization



Auto-Withdrawal (ACH) Authorization Form

Please choose one:

- Initial form submission for new account **(MUST INCLUDE VOIDED CHECK OR BANK STATEMENT)**
- Revised form: signer change on account

PLEASE PRINT LEGIBLY

Community: _____ Troop: _____

I, _____, Primary Money Manager of the troop/group bank account described below, hereby authorize Girl Scouts of Southwest Texas (GSSWT) to initiate electronic debit or credit transfers, processed through an Automatic Clearing House (ACH), for any funds that may be due to the troop/group from GSSWT or any funds that may be due to GSSWT from the troop/group.

Troop/Group Bank Information

Council-approved Bank (check one):

- Broadway Bank
- Frost Bank
- First Commercial Bank
- IBC
- First State Bank of Uvalde
- The Bank & Trust

Name of Account (as it appears on check or bank statement): _____

Routing Number: _____ Account Number: _____

Troop/Group Bank Account Signer Information (PLEASE PRINT LEGIBLY)

Primary Signer: _____ Third Signer: _____

Second Signer: _____ Fourth Signer: _____

By signing below:

- I agree to abide by the policies and procedures outlined in the latest edition of the "Volunteer Essentials" handbook, available for download from the GSSWT website: www.girlscouts-swtx.org.
- I understand that this authorization will remain in full force and effect until an authorized signer has submitted, in writing, the request to revoke authorization.
- I understand that not having this completed form on file with GSSWT may make my troop/group ineligible to participate in product programs.
- I agree to keep detailed records of all transactions made within this account, including keeping receipts for every purchase made, and all deposit slips.
- I understand that NO personal purchases nor any cash withdrawals may be made using the troop/group account or troop/group funds, and that theft or misuse may result in criminal charges being filed by GSSWT.
- I agree to keep girls and families aware of troop/group finances, and turn in detailed financial reports to the council by June 15 and December 15 of each year.
- I understand that I must notify GSSWT immediately of any signer changes on this account.

Authorized Signature: _____ Date: _____

Printed Authorized Name: _____

Submit this completed form (keep a copy for your records) via:

Email: customercare@girlscouts-swtx.org

Mail or Drop-off: 811 N Coker Loop, San Antonio TX 78216

Fax: 210-349-2666

Questions? Call us at 210-349-2404/800-580-7247 or email to customercare@girlscouts-swtx.org

REV 02/2019



Girl Scout-Approved Partner Banks

All GSSWT accounts **MUST** be with one of these partner banks:



To help you choose the bank that's right for your troop/Community, refer to the **Bank Comparison Guide** on the following page.

GSSWT Bank Comparison Guide

| | No account setup fees? | No monthly fees? | No inactivity fees? | How many check cards provided? | Online account access? | Online statement delivery? | Mobile banking service? | Free checks available at opening? |
|--|------------------------|------------------|---------------------|---|------------------------|----------------------------|-------------------------|-----------------------------------|
|  <p>BROADWAY BANK <i>We're here for good.</i></p> | ✓ | ✓ | ✓ | One card per signer | ✓ | ✓ | ✓ | 120 at opening |
|  <p>FCB First Commercial Bank, N.A. Locations in Jourdanton and Pearsall effective 2-9-17!</p> | \$100 minimum deposit | ✓ | ✓ | One card per signer | \$10 per month | No | No | 100 at opening |
|  <p>FSB First State Bank of Uvalde</p> | ✓ | ✓ | ✓ | One card per account | No | No | No | No |
|  <p>Frost</p> | ✓ | ✓ | ✓ | One card per signer | ✓ | ✓ | ✓ | 150 at opening |
|  <p>IBC International Bank of Commerce</p> | ✓ | ✓ | ✓ | One card per account | ✓ | ✓ | ✓ | 50 at opening |
|  <p>THE BANK & TRUST</p> | ✓ | ✓ | ✓ | One card per account/ One per signer on request | ✓ | ✓ | ✓ | 120 at opening |

Opening a New Account

IMPORTANT:

The opening, closing and changing of signers on all accounts **must** be done by GSSWT.

Once your troop or Community accumulates \$25, you are required to open a bank account and deposit the money. All troop and Community income must be deposited into the group's bank account. All transactions should be made from the group's bank account by check or debit card. **Cash transactions and electronic transfers are not permitted.**

Troop/Community accounts are established under the GSSWT tax ID number, and are therefore property of GSSWT and subject to its guidelines and requirements.

To open a new account:

1. Select at least two troop or Community members to be signers on the account. **Signers cannot be related by blood or marriage, nor reside in the same household.**
2. Confirm that all account signers are registered members of GSSWT and have a current and clear background check on file.
3. Signers must successfully complete **Money Manager Training** (*Adult Learning>Managing Finances*) **before** submitting bank request forms.

Opening a New Account

(continued)

4. Choose one of the approved banks. Select the branch location you prefer for signing initial documents. Signers must complete initial documents at the same branch, however, they do not need to go at the same time. After the account is opened, transactions may be completed at any branch of your chosen bank.
5. Download the following from the [Forms](#) page on the GSSWT website:
 - Money Manager Position Agreement form
 - Bank request form
6. Complete sides 1 and 2 on both forms and submit to the finance department via email, walk-in, fax or mail. GSSWT contact information is printed on each form. Email or fax is preferred for tracking purposes. **All signers must complete both forms.**
7. The finance department will verify all signers meet requirements.
8. The finance department will draft a bank letter for executive signature, then submit the signed letter to the bank, along with your request.
9. Your bank representative should contact you within five business days after receiving the request from GSSWT. **Do not go to the bank until you are contacted.**

Opening a New Account (continued)

10. Once you are contacted, go to the bank to deposit funds and complete your signature cards. You **must** make an initial deposit. Depending on the bank, your account may be closed after five business days if there is no balance in the account.
11. You should order checks and debit cards at this time*. **All reimbursements for expenses must be made by check. Cash transactions and electronic transfers are not permitted.**
12. If the bank offers free online account access, ensure that all signers have access to view the account. All signers are responsible for monitoring the account.
13. When you receive your checks from the bank, download and complete an **ACH Authorization Form** and submit with a copy of a voided check. If the bank has issued temporary checks, you may use a temporary check, as long as the account number has been pre-printed on the check. Please wait until the account is active before submitting your ACH Authorization form.

*If banking at **Broadway**, the bank will issue your checks and debit cards for you automatically. **Do not** order these from the branch or from customer service.

*If banking at **IBC**, the finance department will give you specific instructions for your **debit card**. **Do not** order your debit card from the branch or from customer service.

Changing Signers

IMPORTANT:

The opening, closing and changing of signers on all accounts **must** be done by GSSWT.

The account must have at least two qualified signers at all times. If a signer leaves the troop/group, or becomes otherwise disqualified, the remaining signer(s) and/or the troop co-leaders are responsible for notifying the Finance department **immediately** to change signers on the account.

Accounts without two qualified signers are subject to closure without notice.



Changing Signers

(continued)

1. The new signer should download the **Money Manager Position Agreement** form from the [“Forms”](#) section of the GSSWT website. The signer must complete both sides of the form.
2. The new signer should download the **Bank Request** form from the [“Forms”](#) section of the GSSWT website. Only the new signer must complete a request form. The new signer must complete both sides of the form.
3. If any signers are **being removed**, list their names in the appropriate section on page 2 of the request form. **Signature is not required** to be removed from the account.
4. Submit the agreement form and the request form to GSSWT. Email address and fax number are printed on the forms. **All bank accounts must be opened, closed, and changed through the Finance department.**
5. Finance department will submit the required documents to bank.
6. Bank will add the new signer(s) and contact **all** remaining signers to complete signature cards. **All remaining signers on the account will be required to complete new signature cards, to validate the change.** Signers SHOULD NOT go to the bank until contacted by a bank representative.
7. After all signature cards have been completed, the primary signer must submit an updated **ACH Authorization** form (available for download from the [“Forms”](#) section of the GSSWT website). No voided check is required, since the account number has not changed. **Do not submit the revised authorization form until all signature cards have been completed.**

Closing an Account

IMPORTANT:

The opening, closing and changing of signers on all accounts **must** be done by GSSWT.

1. Ensure that all outstanding transactions have cleared the account.
2. Download the **Bank Request** form from the [“Forms”](#) section of the GSSWT website.
3. Complete page 1 only, with the account number, bank name and troop number. Personal information and signature are not required to close the account.
4. Submit the request form to GSSWT. Email address and fax number are printed on the form.
5. After the account is closed, the primary signer will receive a final bank statement showing the closing transaction. Within 30 days of receiving the final bank statement, **the account signers must submit a final finance report, to be released from liability on the account.** The final finance report should include all bank statements and receipts acquired since the previous finance report. For details on filing the finance report, you can download the “Helpful Hints for Finance Reports”, available under “Finance Forms” in the [“Forms”](#) section of the GSSWT website.



Managing Your Account

For complete guidelines on managing your account, refer to Chapter 5 in the “Volunteer Essentials” handbook.

After you have opened your account, follow these steps to manage it:

1. Review your monthly bank statement. **All signers are responsible for monitoring the account. If possible, all account signers should have online access to review the account.**
2. Best practices for troop/group banking suggest that checks and debit card be held by the signer who is **not** receiving the statements.
3. The bank statements should be available for review at all troop/group meetings, and upon request from girls’ caregivers, Community team members, and council staff.
4. GSSWT-approved banks should not charge monthly fees to your account. If this happens, notify the Finance department immediately. Troops/groups will be responsible for Non-Sufficient Funds fees resulting from troop/group account overdrafts and fees for special services.
5. Certain banks may charge a “Cash Deposit” fee for large cash deposits during product program. GSSWT will refund these fees when reported in the appropriate section of the semi-annual finance report, and supported with bank statements.
6. **No cash withdrawals from a troop/group account are permitted. All transactions must be made by check or debit card. Withdrawing cash from a troop/group account may result in the individual being released as a volunteer, and in certain cases, may result in criminal prosecution.**

Managing Your Account

(continued)

7. **Personal use of troop funds is not permitted. Using troop/group funds for personal expenses may result in the individual being released as a volunteer, and in certain cases, may result in criminal prosecution.**
8. The activities supported by the troop/group funds should serve the Girl Scout mission and meet one or more of the Girl Scout Leadership Experience (GSLE) Five Outcomes:
 - ❖ **Strong Sense of Self**
 - ❖ **Positive Values**
 - ❖ **Challenge Seeking**
 - ❖ **Healthy Relationships**
 - ❖ **Community Problem Solving**
9. Vendor receipts are required for all reimbursements.
10. Reimbursements from the troop/group account must be made by check, **never by cash or electronic transfer.**
11. Troops/groups may not attach third party money-transfer accounts (PayPal, Venmo, Apple Pay, etc.) to their GSSWT account. The troop and Community bank accounts are subsidiary accounts under the GSSWT tax ID, and require council oversight on bank activity, as GSSWT is ultimately responsible for these accounts. Currently, the only outside vendor exception is Square, and Square should be used only for fall product and cookie sales.
12. If reimbursing an individual for several receipts with one check, write the check number on each receipt. This will help track the expenses on your finance report.
13. **Signers must not write checks to reimburse themselves.** One signer may write a check to the other signer for reimbursement.

Managing Your Account

(continued)

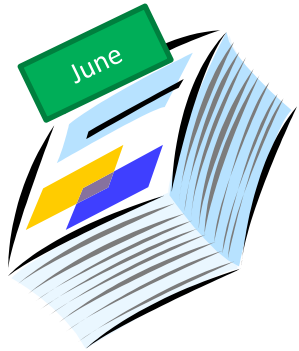
14. Keep receipts for **all** transactions. All expenses must be supported with receipts on your finance report.
15. Except for reimbursement with a valid receipt, **funds from the troop/group account must not be paid to any individual**, either in the form of cash, check or gift cards. This includes the granting of scholarships by the troop/group to graduating seniors or other individuals.
16. If a signer leaves the troop/group, or becomes otherwise disqualified, the remaining signer(s) and/or the troop co-leaders are responsible for notifying the Finance department **immediately** to change signers on the account. The account must have at least two qualified signers at all times. Non-members are not authorized to access troop bank accounts. **Accounts without two qualified signers are subject to closure without notice.**
17. Handle a lost troop/group debit card or a compromised account the same way you would a personal debit card or account: notify the bank immediately.
18. Members should use the tax-exempt form whenever possible to save group funds. Sales tax exemption allows registered members to purchase items for direct group use on a tax-free basis. The items purchased must directly benefit the group.
19. To obtain a tax-exempt form, contact the customer care department at customercare@girlscouts-swtx.org with your request. You will need to provide your troop/group number or community name. The form will remain valid for a time frame not to exceed the end of the current membership year.

Finance Reports

Finance Reports are due to the finance department twice a year:

December 15 and June 15

(if the due date does not fall on a normal workday, report is due the next business day)



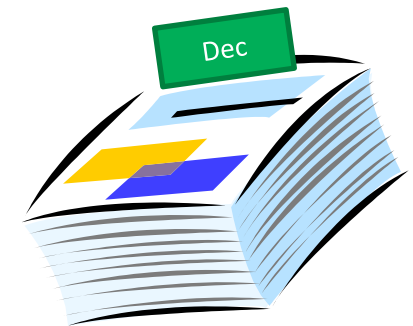
December 15 report details the period of
June 1 through November 30

June 15 report details the period of
December 1 through May 31

For detailed instructions on completing your
Finance Report, you can download

“Helpful Hints for Finance Reports”

(Volunteer Resources>Managing Finances)
from the GSSWT website.



Bank Accounts and Product Program

1. To be eligible to participate in either the Fall Product Program or the Cookie Program, the troop/group must have at least two qualified signers on the bank account, and have the most recent finance report and a current ACH Authorization form on file with GSSWT.
2. If the troop/group does not yet have a bank account, or if the bank account is out of compliance, the Nut/Cookie manager must sign an **Agreement to Deposit to Council**, and deposit all product program funds into the GSSWT council account for the duration of the program. The troop/group will receive its proceeds at the end of the program, provided the account is active and in good standing.
3. Certain banks may charge a “Cash Deposit” fee for large cash deposits. GSSWT will refund these fees when reported in the appropriate section of the semi-annual finance report, and supported with bank statements. For details on reporting the cash deposit fee for reimbursement, you can download the [“Helpful Hints for Finance Reports”](#) (Volunteer Resources>Managing Finances) from the GSSWT website.
4. If change is needed for a booth sale, one of the money managers should write a check to another adult in the troop so that he/she can cash the check for the amount of change needed. **Always remember that cash withdrawals are not permitted from troop/group accounts.** After the booth sale is finished, the amount taken from the account for the change should be re-deposited separately, to keep a clear audit trail for the finance report.
5. Always refer to your most current product program “Companion” guides for complete instructions on managing product program funds.

Bank Accounts and Membership

IMPORTANT: Yearly membership expires on September 30 of each year.
Individuals must be registered for the current Girl Scout year (Oct 1 – Sept 30) to participate in Girl Scout activities.

When a troop/group disbands:

- REMEMBER: Funds do not belong to individual girls .
- Before a troop/group disbands, the girl members should decide upon one of the following to use any remaining funds in the account:
 - ❖ An appropriate Girl Scout troop/group activity or service project
 - ❖ Donating to their designated volunteer Community or to another troop/group
 - ❖ Donating to an appropriate charity
- The activities supported by the troop/group funds should serve the Girl Scout mission and meet one or more of the Girl Scout Leadership Experience (GSLE) Five Outcomes:
 - ❖ **Strong Sense of Self** ❖ **Positive Values** ❖ **Challenge Seeking**
 - ❖ **Healthy Relationships** ❖ **Community Problem Solving**
- All expenditures must be made before closing the account and be documented on the final finance report. **After the account has been closed and the remaining funds sent to GSSWT, the group will not be able to determine the use of the money.** (continued)

Bank Accounts and Membership

(continued)

When a troop/group disbands: (continued)

- **Note:** IRS guidelines dictate that troop/group funds do not belong to individual girls, and in no case will troop/group funds be distributed to individual girls or their parents/guardians. The distribution of gift cards, retail merchandise, passes/admission to movies, events, theme parks, etc. to each girl or adult is not permitted.
- After the last bank transaction has cleared, the money manager should notify the Finance department to request closure on the account. **Signers must not close the bank account themselves.**
- If funds still remain in the account, they become the property of GSSWT. The bank will forward the balance of the troop/group account to the GSSWT troop treasuries account, a non-interest bearing account that is used only for girl programming, at the council's discretion.
- After the account is closed, the primary signer will receive a final bank statement showing the closing transaction. **Within 30 days of receiving the final bank statement, the account signers must submit a final finance report, to be released from liability on the account.** The final finance report should include all bank statements and receipts acquired since the previous finance report.
- **If some of the girls from the disbanded troop/group are joining another GSSWT troop/group:** the new troop/group leader should notify GSSWT of the transfer. The old troop's/group's remaining funds will be divided equally by the number of registered girls in the old troop/group, and GSSWT will allocate an equal share of the remaining funds to the transferring girls' new troop/group.

Bank Accounts and Membership

(continued)

When a Girl Changes Troops:

If a girl changes or leaves a troop/group, she forfeits her right to any of the original troop's/group's funds.

Money earned through council-sponsored product programs (such as the Girl Scout Cookie Program), troop money-earning activities, and troop dues belongs to the troop/group, is for the benefit of the troop/group, and does not belong to individual girls or adults. Any exceptions will be reviewed and determined by GSSWT on a case-by-case basis.

When Troops Merge:

When one troop merges into another troop, all co-leaders and money managers should immediately notify member support through customercare@girlscouts-swtx.org to facilitate the process.

The money manger for the dissolving troop should write a check for the balance in the troop account, made payable to the new troop. **The transaction must be made by check, to keep a clear audit trail.** Remember that cash withdrawals and electronic transfers are not permitted.

After the check clears, the money manager should notify the finance department to request closure of the account. **Signers must not close the account themselves.**

Within 30 days of receiving the final statement from the closed account, the money managers for the dissolving troop should submit a final finance report for the closed account, to include receipts and statements.

Bank Accounts and Membership

(continued)

When a Troop Splits:

If a troop splits, and some of its members form a new troop, all co-leaders and money managers should immediately notify member support through customercare@girlscouts-swtx.org to facilitate the process.

Member support will work with both troops to ensure the current troop funds are distributed appropriately. **Remember, funds do not belong to any individual or group of individuals within the troop. Money earned by a member of the troop belongs to the entire troop.**

When a Troop/Group Does Not Re-register:

If a troop/group does not re-register by October 1 (the beginning of a new membership year), the troop's/group's bank account will be subject to closure without notice. Funds will be deposited into the council's non-interest bearing troop/group treasuries account. The money will NOT be used to fund the council's operating budget.

If a troop/group has had its bank account closed because of non-registration, and the troop/group re-registers and opens a new bank account before the end of the current membership year (September 30), the troop/group may request to have the funds from the closed account deposited into the new troop/group account.

Beginning October 1 of the following membership year, troops/groups and the members will no longer have access to those original funds. Any money remaining in the troop treasuries account will be used for girl programming at the discretion of GSSWT.

Money-Earning Activities and Solicitations

Council-sponsored product programs are a great way to earn the funds necessary for girls to travel or carry out Take-Action projects. If income from product programs isn't enough, however, girls have more options available to them.



What you need to know:

- Complete a “Money-Earning/Solicitation” form and submit to GSSWT at customercare@girlscouts-swtx.org at least six weeks prior to your project date.
- This form, with all guidelines and requirements, can be found on the [“Forms”](#) page on the GSSWT website.
- More information on Money-Earning and Solicitations can be found in Chapter 5 of the [“Volunteer Essentials”](#) handbook.



Supplemental Insurance

Supplemental insurance is available for non-members who participate in Girl Scout activities and for Girl Scouts taking extended trips (longer than three days and two nights). These optional plans are secondary insurance that GSSWT offers to cover participants taking part in any council-approved, supervised Girl Scout activity.



This low-cost insurance may be purchased through GSSWT. Supplemental insurance forms are available on the [“Forms”](#) page of the GSSWT website, in the “Finance Forms” section, or at the council office by visiting Customer Care.

More information on supplemental insurance can be found in Chapter 4 of the [“Volunteer Essentials”](#) handbook.

IMPORTANT!

- Supplemental insurance forms must be received **not less than one week** before the scheduled event.
- A \$5 minimum is required for enrollment. Multiple events can be scheduled on the same enrollment form, to meet the \$5 minimum.
- Payment must be received with the enrollment form.

Want to Know More?



The ***Volunteer Essentials*** handbook is a valuable resource for every member of your group:

For complete information on Managing Finances, refer to Chapter 5.

For additional information on Supplemental Insurance, see Chapter 4.

You can reach the Finance Department at financials@girlscouts-swtx.org

You can reach the Customer Care Department at customercare@girlscouts-swtx.org