



TROOP/GROUP & COMMUNITY BANK ACCOUNT INFORMATION

Membership Year _____

To be completed and submitted annually to GSGWM by October 31.

Troop / Group #: _____ District #: _____ Date: _____

Community Name & # _____

Bank Name: _____ Branch Location: _____

Branch Telephone Number: _____

Account Number: _____ Closed? _____ Date: _____

SIGNERS

There must be a minimum of three signers on the account, all of whom must be registered Girl Scout adults who are **not related** or in the same household. One signer must be the Community Coordinator.

1. _____
Leader SIGNATURE Phone Numbers _____

_____ Street Address Town/State/Zip _____

2. _____
Co-Leader SIGNATURE Phone Numbers _____

_____ Street Address Town/State/Zip _____

3. _____
Community Coordinator SIGNATURE Phone Numbers _____

_____ Street Address Town/State/Zip _____

- The bank account must be opened in the name of:
GSGWM Troop # _____ or Group name _____
GSGWM Community & Name _____

- Tax ID to be used on bank accounts is: 02-0243160.

- Complete this form and mail immediately after **opening, changing or closing an account**. NOTE: When you are reporting a closed account with a remaining balance, the balance must be forwarded to GSGWM **with this form**.

- **“As signers on this account, we authorize GSGWM to access any information about this account, and to initiate debit and /or credit entries to this same account.”**

- **Please attach a voided check with this form.**

- **Make a copy for your records. Only this official Council form will be accepted.** Sent to:

Girl Scouts of the Green and White Mountains
Attn: Finance Dept.
PO Box 10832
Bedford, NH 03110-0832



BANKING & FINANCIAL RECORD-KEEPING FOR TROOPS/GROUPS & COMMUNITY

Please keep this for your own reference and return the top page to GSGWM.

1. Troop/Group and Community funds must be held in a designated Girl Scout bank account.
2. All Troops/Groups and Communities are required to open a bank account with three authorized signers for the deposit and withdrawal of funds. Two or more registered adults from the Troop/Group or Community who are not related or sharing a home with each other, must be authorized signers on the account. The Community Accounting Coordinator must be the third authorized signer. If the Community Accounting Coordinator position is vacant, contact the GSGWM Finance Department.
3. The **Troop/Group and Community Account Information** form is to be completed annually (regardless of whether or not there are any changes) and submitted to the GSGWM Service Center in Bedford, NH, Attn: Finance Dept., by October 31st (or immediately after opening a new account or making changes to any existing account).
4. All bank accounts must be opened using the following account name:
 - a. Girl Scouts of the Green and White Mountains Troop/Group #, or
 - b. GSGWM Community Name & # _____
5. All bank accounts must use **Tax ID #02-0243160**.
6. GSGWM Troop/Group and Community bank accounts are permitted to have ATM/Debit cards. Credit cards and web-based access to accounts are not permitted.
7. Any check written for \$250 or more must have **two signatures**.
8. Preprinted checks should include the Account Name as above (see 4). No volunteer's name should be printed on Troop/Group or Community accounts.
9. All checks written on Troop/Group and Community bank accounts must always be made out to the payee, **never** to "Cash" or to the person signing the check.
10. Authorized check signers **are responsible for verifying itemized receipts** for all Troop/Group or Community expenses, including reimbursements, and ensuring that receipts are kept with the corresponding bank statements. All records must be available to GSGWM Regional or Finance staff upon request, and retained for a minimum of three years (per IRS).
11. All Troops/Groups must submit the **Troop/Group Financial Report**, accounting for all funds received and spent by the Troop/Group, to the Community Accounting Coordinator on or before **June 15th** each year. The report must be verified and signed by all authorized signers on the bank account and accompanied by the most recent bank statement.
12. The **Community Finance Report**, accounting for all funds received and spent by the community, must be submitted to the District Accounting Organizer on or before **June 30th** each year. The report must be reviewed and signed by all authorized signers on the bank account and accompanied by the most recent bank statement.
13. Random audits of Troop/Group and Community bank accounts will be conducted each year by GSGWM Finance staff. Selected Troops/Groups and communities will be required to provide all bank account statements with corresponding expense receipts, check registers and/or Detailed Cash Record forms within 30 days' notice.
14. Failure to comply with these policies may result in appropriate Council action including, but not limited to, staff oversight, termination from the volunteer position, and/or restrictions on further Troop/Group fundraising activities.