

Financial Policies and Procedures for the Girl Scouts of the Green and White Mountains

Corporate Bank Accounts:

Policy:

Corporate Accounts shall be held in an FDIC insured bank.

Duly authorized officers of the Board of Directors, the Chief Executive Officer and any senior level staff member designated by the Chief Executive Officer shall be authorized to sign checks, transfer funds and complete electronic payments i.e. wire transfers, ACH transactions and online bill payments.

Any check in excess of \$5,000 requires a second signature which must be an authorized elected officer. Transfers between corporate accounts are exempt from the requirement of a second signature.

Corporate Contracts:

Policy:

The Chief Executive Officer is authorized to enter into any and all contractual operational obligations on behalf of Girl Scouts of the Green and White Mountains within the budget guidelines as approved annually by the Board of Directors. In addition, the Chief Executive Officer is authorized to sign all government, corporate, foundation and other proposals, applications and agreements for funding and program purposes.

Capitalization:

Policy:

Girl Scouts of the Green and White Mountains will consider any asset with a life expectancy longer than one year and a cost or donated value equal to or greater than \$2,500.00 as a Capital Asset. Capital Assets will be recorded at the time of purchase or upon completion of any construction project. The cost of acquisition or construction will include the contract or invoice price plus the cost of preliminary engineering studies and surveys, legal fees to establish title, installation costs, sales tax, freight and labor and material used in installation or construction. Donated goods shall be listed at their fair market value as of the date of the donation.

The cost (less salvage value) of a Capital Asset will be depreciated over its estimated useful life. The method of depreciation for each category of capital assets will be determined by the Finance Staff after consultation with the auditors

Delinquent Accounts and Bad Debt:

Policy:

Any debts incurred by a girl member are the responsibility of the adult parent or guardian. Any debts incurred by a troop or Geographical unit are the responsibility of the adult volunteer and if deemed inappropriate or not paid in a timely fashion can result in dismissal from the volunteer position.

Any sums due to Girl Scouts of the Green and White Mountains shall be deemed delinquent if not paid within 45 days after billing or other notice. The council has the right to initiate collection procedures on all delinquent accounts by use of a collection agency, the council's attorney, county prosecuting attorney, or other agent.

Procedure – Volunteer Delinquent Accounts and Bad Debt:

Any volunteer may be removed from all volunteer positions if she/he has:

- Knowingly written a personal or troop check with insufficient funds (NSF) or on a closed account to Girl Scouts of the Green and White Mountains or to anyone else on behalf of a Girl Scout troop/group.
- Failed to pay an outstanding debt to GSGWM or any of its units, whether the debt is for a personal expense, a Girl Scout product program, or a troop expense.
- Misused troop, group or geographic area funds.
- Failed to remit all funds due to GSGWM or any of its units.
- Failed to submit appropriate troop, special event, or geographic area assets to the council or to the local Volunteer Management team, as applicable (i.e. closing out a troop)

In some circumstances, reinstatement to a volunteer position may be considered through an appeal process. The appeal process begins with the volunteer making a formal request in writing to the Director, Volunteer Management, but only after complete restitution has been made. The council reserves the right to implement certain measures such as reappointment may only be made if someone other than the volunteer in question will be responsible for the troop funds.

Procedure – Pathway Delinquent Accounts and Bad Debt:

In the event GSGWM receives notification from a debt collector or bank indicating that a Pathway based entity (i.e. troop, series) has written checks against a negative account balance:

- GSGWM will pay the outstanding debt to the collector
- The Finance Department will write a notification letter to the Troop Leader or Lead Series Advisor regarding the situation and will copy the appropriate Community Accounting Coordinator and staff supervisor
- The Community Accounting Coordinator will contact the Troop Leader or Lead Series Advisor to discuss the problem and to collect the checkbook and debit cards.

- The Community Accounting Coordinator will submit a report to the District Accounting Organizer and the Finance Department summarizing their meeting with the Troop Leader or Lead Series Advisor.
- The Finance Department will place the Troop Leader or Lead Series Advisor responsible for the debt on the Council's delinquent list and will remove them as a signer on the bank account.

Procedure – Pathway Returned Checks:

In the event a Pathway based entity's check is returned to the Council due to insufficient funds or a closed account, the Finance Department will contact the signer on the check to resolve the situation. Additional financial mismanagement will be handled in accordance with the remaining Delinquent Accounts and Bad Debt Procedures.

Dividing, Merging or Bridging Troop Accounts

Policy:

All money raised and earned by a Troop/Group or Geographic Unit constitutes their treasury. Money in the treasury never becomes the property of an individual member – girl or adult. When a troop divides, merges or bridges, the troop (girls and adults) should discuss the distribution of funds in accordance with Council procedures.

Procedure:

When a troop divides, merges or bridges, the Community Troop Pathway Coordinator must be notified within 30 days of the last meeting.

Dividing Troops:

If the troop is dividing into two or more troops, the funds should be prorated between the new troops.

Example: There are currently ten girls in the troop with \$1,000 in the troop account. Two girls are going to troop A and eight girls are going to troop B. The \$1,000 is divided by 10 to equal \$100 per girl. \$200 goes to troop A and \$800 goes to troop B. If any girls are not continuing, the troop funds are divided according to the number of girls that are remaining within Girl Scouting and disbursed to the new troops accordingly. At no time should the funds be considered on an individual basis nor distributed to the girls.

Merging Troops:

If two or more troops are merging to form one troop, it is suggested that troop funds are also merged into one checking account using the new

troop number of the merged troop. Troops are only allowed one checking account.

Bridging Troops:

If the troop is bridging and will be using a new troop number, the number must be changed on the account, or the account should be closed and reopened with the new troop number.

Financial Responsibility, Financial Reporting and Troop Treasury:

Policy:

It is the responsibility of the adult leadership of each Girl Scout troop/group to see that any money earned or received “never becomes the property of individual members – girls or adults.”

At no time is the troop/group treasury to be used for activities that are not Girl Scout related.

Financial Information should be readily available to be shared at any time and by the request of any parent, Community Accounting Coordinator, District Accounting Organizer or member of the council staff.

An up-to-date, current Bank Account Information form must be kept on file at the Council headquarters.

Geographic Unit Money Earning:

Policy:

A Geographic Unit may request to hold one money-earning project for the purpose of generating funds to be used during the membership year. Funds in excess of \$1,000.00 will be turned over to the Girl Scouts of the Green and White Mountains girl assistance funds at the end of the membership year. The Chief Executive Officer may grant exceptions in unusual circumstances.

Definition:

A Geographic Unit is a Community or District entity.

Lapsed Troop Treasuries:

Policy:

If a troop does not re-register for the subsequent membership period, the troop account will be held in a Lapsed Troop Account within Girl Scouts of the Green and White Mountains for a period of one membership year. Should the troop re-register within that one membership year, the account funds will be returned in full to the troop. Should the troop not re-register within that one year, the funds will be transferred to the Girl Assistance Fund.

Petty Cash/Cash Advances:

Policy:

A petty cash fund of cash and stamps is authorized for each corporate office and may not exceed \$300. Cash advances for large events, programs and special projects may be authorized by the Chief Financial Officer or the Chief Executive Officer

Product Sale Incentives:

Policy:

Girl Scouts of the Green and White Mountains shall provide incentives for girls participating in the Council Product Sales.

Troop and Geographic Unit Banking:

Policy:

Troop and Geographic Unit funds must be held in a designated Girl Scout bank account in a Council approved FDIC insured bank or NCUA insured credit union. Accounts are required to have a minimum of three registered, non-related adults as signers. Troops and Geographic Units may have a debit card, but may not have any type of electronic card that incurs debt in the troop's name.

Bank accounts are never to be used for personal transactions.

Procedure:

All bank accounts must be opened with the following Account Name: Girl Scouts of the Green and White Mountains Troop # _____ or _____ Community/District and must use Tax ID# 02-0243160.

Signers shall include three registered, non-related adult Girl Scouts. Troop bank accounts should contain at least two signatures from troop volunteers. The Community Accounting Coordinator or District Accounting Organizer must be the third authorized signer. Staff are not appropriate as signers for troop accounts.

Random audits of Troop and Geographic Unit Accounts will be conducted each year by Girl Scouts of the Green and White Mountains Finance Staff. Selected Troops and Geographic Units will be required to provide Bank Account statements with corresponding expense receipts, check registers and/or Detailed Cash Record forms within 30 days notice. Failure to comply with these policies may result in appropriate Council action including, but not limited to, staff oversight, termination of the volunteer position and/or restrictions on further Troop or Geographic Unit activities.

Troops and Geographic Units must comply with operational guidelines relative to the accounts and their funds. All monies raised and earned in the name of Girl Scouts belong to the Council and not to individuals, troops or Geographic Units.

Volunteer Expense Reimbursement:

Policy:

Girl Scouts of the Green and White Mountains shall reimburse volunteers for certain preauthorized expenses incurred in required Girl Scout work.

Procedure:

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Volunteers must receive preapproval from their staff supervisor for the expense. The expense must be within the parameters of the Volunteer's job description. Once the expense is approved, the staff supervisor shall provide the volunteer with an Expense Reimbursement Form. The Expense Reimbursement Form must be completed and submitted, along with receipts for the expenses, to the staff supervisor for processing.