

TROOP & SERVICE UNIT BANK ACCOUNT INFORMATION

Membership Year 2018-2019

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

Troop #: _____ Service Unit #: _____ Date: _____

Bank Name: _____ Branch Phone Number: _____

Branch Address: _____

Account Number: _____ Routing #: _____

Account opened or closed? _____ If closed, when: _____

Funds transferred to _____ or funds returned to Council? _____

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 Accounting Coordinator.

PLEASE WRITE LEGIBLY.

1. _____
Signer #1 SIGNATURE Print Name Phone Numbers

_____ Street Address

_____ Town/State/Zip

2. _____
Signer #2 SIGNATURE Print Name Phone Numbers

_____ Street Address

_____ Town/State/Zip

3. _____
Community Accounting Coordinator SIGNATURE Print Name Phone Numbers

_____ Street Address

_____ Town/State/Zip

➤ The bank account must be opened in the name of: **GSGWM Troop #** _____

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.** This is used to confirm the correct bank account # is listed.

➤ Make a copy for your records. Send to your Community Accounting Coordinator, if there is no CAC in place please submit to the Council Finance Department:

Girl Scouts of the Green and White Mountains

Attn: Finance Dept.

1 Commerce Drive

Bedford, NH 03110-6835



Serving New Hampshire and Vermont

BANKING & FINANCIAL RECORD-KEEPING FOR TROOPS & COMMUNITIES

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

1. Troop and Community funds must be kept in a designated Girl Scout bank account.
2. All troops 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 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 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 31 (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 # _____, or,
 - b. GSGWM Community Name & # _____
5. All bank accounts must use **Tax ID #02-0243160**.
6. GSGWM Troop and Community bank accounts are permitted to have ATM/Debit cards. Credit cards 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 or Community accounts.
9. All checks written on troop 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 or Community expenses, including reimbursements, and ensuring that receipts are kept with the corresponding bank statements. All records must be available to GSGWM staff upon request, and retained for a minimum of three years (per IRS).
11. All troops/groups must submit the Troop Financial Report, accounting for all funds received and spent by the troop/group. Troops/groups must track their finances using the finance tab of the volunteer toolkit. Troops/groups must submit end of year banking information by May 31 each year. Look for communication in the spring regarding end of year finance reports from your CAC or GSGWM.
12. The **Community Finance Report**, accounting for all funds received and spent by the Community, must be submitted to the Council Finance Department on or before **May 31** each year. The Community Finance Report should be submitted via the Volunteer Tool Kit and accompanied by the proper bank statements.
13. Random audits of troop and Community bank accounts will be conducted each year by GSGWM finance staff. Selected troops 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.

