



TROOP/GROUP & SERVICE UNIT BANK ACCOUNT INFORMATION

Membership Year 2019-2020

For Office Use Only	
Troop	_____
SU	_____
District	_____
Date/Initial	
Date/Initial	

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

This form is not the authorization letter to open a troop/group bank account.

Troop _____ Service Unit #: _____ Date: _____

Please check the appropriate box for this account:

- New Account
 Changes
 No Changes
 Account Closed

If account is closed, please specify the date that it was closed: _____.

Funds remaining \$_____ were transferred to _____ on date: _____ or to GSGWM on date: _____

To be completed even if there are no changes to the account.

Bank Name: _____ Branch Telephone Number: _____

Branch Address: _____

Account Number: _____ Routing Number _____

SIGNERS

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

1. _____

Leader SIGNATURE	Print Name	Phone Number
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Street Address	Town/State/Zip
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2. _____

Co-Leader SIGNATURE	Print Name	Phone Number
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Street Address	Town/State/Zip
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3. _____

Community Accounting Coordinator SIGNATURE	Print Name	Phone Number
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Street Address	Town/State/Zip
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- Complete this form and mail by Oct 31, or within two weeks of changing signers or opening a new account.
NOTE: When you are reporting a closed account with a remaining balance, the balance must be forwarded to GSGWM *with this form*.
- **New Accounts are required to attach a voided check, an image of a check, or a deposit slip with this form.** (this is used to confirm the correct bank account # is listed)
- As signers on this account, be aware GSGWM authorized to access any information about this account, and to initiate debit and /or credit entries to this same account.
- Make a copy for your records. Send to your Community Accounting Coordinator (CAC), if there is no CAC in place please submit to the Council Finance Department:

Girl Scouts of the Green and White Mountains
ATTN: Finance
1 Commerce Drive
Bedford, NH 03110-6835

POLICIES AND FINANCIAL RECORD-KEEPING PROCEDURES FOR TROOP/GROUPS AND SERVICE UNITS

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

1. Troop and Service Unit funds must be held in a designated Girl Scout bank account.
2. All troops and Service Units 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 Service Unit 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 Service Unit 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*, **GSGWM Troop#** _____
 - B. **GSGWM Service Unit Name & #** _____
5. Preprinted checks should include the Account Name as above. No volunteer's name should be printed on troop or Service accounts.
6. All bank accounts must use **Tax ID #02-0243160**.
7. GSGWM Troop and Service Unit bank accounts are permitted to have ATM/Debit cards. Credit cards are not permitted.
8. Any check written for \$250 or more must have **two signatures**.
9. All checks written on troop and Service Unit 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 Service Unit 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, to the Community Accounting Coordinator (if there is no CAC in place) submit to Council Finance on or before **May 31** 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 **Service Unit Finance Report**, accounting for all funds received and spent by the Service Unit, must be submitted to the Council Finance Department on or before **May 31** 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 and Service Unit bank accounts will be conducted each year by GSGWM finance staff. Selected troops and Service Units 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.

