

# Workbook

## Managing Troop Finances



## Table of Contents

Troop Treasurer's Position Description.....	2
Volunteer Essentials.....	2
Troop/Group Finances and Troop/Group Account.....	3
Use of Debit Cards.....	3
Troop Bank Charges.....	4
When a Troop/Group Disbands.....	4
Troop/Group Financing Policies.....	5
Money-Earning Activities.....	6
Sponsorships.....	6
Council Sponsored Product Sales Programs.....	7
Fundraising.....	7
Independently Registered Girls.....	7
Money-Earnings Basics.....	8
Keeping Track of Troop Finances.....	9
Financial Ledger Options	
Financial Categories	
Ledger Practice Sheet.....	10
Binder Tabs.....	11
Troop Expenses.....	11
Troop Treasurer's Report.....	11
GSGLA Compliance Reporting Policy.....	12
Bank Statements.....	12
Deposit Records.....	12
Dues Records.....	12
Product Sales.....	13
Group Money Earning Activities.....	13
Miscellaneous.....	13
Bank Account Information.....	13
Who to Call.....	13
 <b>Forms</b>	
Troop Treasurer's Position Description.....	15
Excel Ledger.....	16-18
Debit Card Receipt Form.....	19
Payment Request Form.....	20
Annual Troop/Group Finance Report.....	21
Monthly Treasurer's Report.....	22
Deposit Records.....	23
Dues Records.....	24

Helping girls decide what they want to do, and coaching them as they earn and manage money to pursue their goals, is an integral part of the Girl Scout Leadership Experience (GSLE). Your Girl Scout group plans and finances its own activities, with your guidance. At the same time, the girls learn many valuable skills that serve them throughout their lives.

Girl Scout groups are funded by a share of money earned through council-sponsored product sale activities (such as Girl Scout cookie activities), group money-earning activities (council-approved, of course), and any fees your group may charge. (This is in addition to the \$15 annual membership dues that go to the national organization.) This chapter gives you the ins and outs of establishing a group account and helping girls manage their group's finances, practice successful product-sales techniques, review the safety requirements around product sales, and understand how to collaborate with sponsors and causes.

### Establishing an Account

Each service unit and Girl Scout troop or other pathway group is required when earning and spending money, to set up a bank account. If you are taking over an existing troop, you may inherit a checking account, but all previous signors must be removed and new signors must be added. With a new troop, you will need to open a new account. Many troops ask a parent to act as the troop's treasurer\*. This can be a great way to involve a parent who wants to be active with the troop but whose schedule is restricted because of work or other obligations. Girl Scout volunteers provide invaluable services to our most precious clients – the girls. However, the ultimate responsibility for budgeting and record keeping belongs to the adults.

*\* **This troop treasurer's job depends on the girls' program level:** At the Daisy level, the adults handle all of the money. At the Brownie level, girls may collect and record dues, but the troop volunteer handles money and keeps financial records; she or he does all troop budgeting, but explains the process to girls and gets their input on activities and purchases. At the Junior level, it is a shared girl-adult responsibility. At the Cadette level and above, an adult mentors the girls as they keep the troop's financial records and give reports to parents and troop volunteers.*

Accounts must be held in the name of **"Girl Scouts of Greater LA, Troop #\_\_\_\_."** (or) **"Girl Scouts of Greater LA, Service Unit #\_\_\_\_"**. Accounts must be opened with the Tax ID of Girl Scouts of Greater Los Angeles. Please do not use your personal social security number when opening your Girl Scout account. Although a Social Security number will not affect tax status for the individual, the use of personal information can complicate identification of troop and GSGLA accounts. **All accounts must have the protection of two signatures on each check.**

All troop accounts are opened as DBA Girl Scouts of Greater Los Angeles, a non-profit business account. All banks and credit unions will run a credit report on signors for the account. This is a standard procedure for all banks and credit unions when opening a business account and is for their purposes only. GSGLA does not have access to any information from these credit reports. Banks and credit unions will inform you of this requirement and will ask for your authorization to run a report. Wells Fargo and GSGLA have an agreement to expedite opening of troop accounts, therefore this credit report authorization is to be understood as pre-authorized and Wells Fargo will run the credit report on signors when opening or adding signors to accounts.

After selecting a bank, the troop leader should complete a Bank Letter Request eForm

<https://www.gsglavolunteerapps.org/gsglabank-letter-request-form/>. The leader will then receive the Bank Authorization Letter and other documents needed to take to the bank to open the account. Prior to opening a troop checking account all troops must:

- To open an account, identify three or more adults who will be responsible for the funds. All signors must be unrelated adults not living in the same household, and be currently registered adult members and be approved volunteers.\*
- Troops may open the bank account with a minimum of two signors but must add the third signor within 120 days of receiving their troop number.
- It is recommended that the troop request the Service Unit Manager or Service Unit Treasurer to be the third signor on the troop bank account.
- All bank account statements must be mailed to the troop leader or other designated volunteer at the volunteer's home address. The troop leader is always responsible for the accounting regardless of designation.
- GSGLA is not responsible or liable for troop accounts.
- Complete a new [Bank Letter Request eForm](#) for any bank changes, and within 21 days of any leadership change or change in signors.
- **All bank accounts must be non-interest bearing.**

### Use of Debit Cards

Volunteers who have debit cards issued in their name for any troop/group account are responsible for all purchases/charges made in use of the card in addition to:

- Any service fees, non-sufficient funds charges, closed account fee charges, etc. that may be incurred through the use of the card; and
- Any fees or charges incurred, if the debit card is lost or stolen. (Please contact your banking institution for specific instructions to report lost or stolen debit cards.)

GSGLA is not responsible for any approved or unapproved purchases on the Girl Scout debit card.

### Guidelines for using a Girl Scout bank account debit card:

- Troop/group debit cards are authorized for official Girl Scout business only.
- Expenditures must be within the troop/group budget and documented with appropriate receipts.
- Debit card records are to be fully reconciled monthly to ensure accurate and timely end of the year reporting and that no unauthorized expenditures are applied to the account.
- ONLY troop/group subordinate bank account authorized signers, as designated by the signature card with the financial institution, may be issued a bank debit card.
- Use of the debit card for any type of expense other than Girl Scout business is considered a misuse of Girl Scout funds and may violate California law.

### Acceptance of a debit card from the financial institution for Girl Scout business indicates:

- Your acceptance of these procedures.
- Confirmation of your agreement to repay any expenses incurred for a lost/missing/stolen card, incurred bank service fees, or unauthorized expenses.
- Your understanding that misuse of the debit card may result in: removal of financial responsibilities from your troop or service unit account(s), and removal of your leadership responsibilities.

### Use of Cash and Reimbursements

- Cash withdrawals should be done on a limited basis. Cash withdrawals by check require two authorized signors and a detailed accounting of both check and ATM withdrawals of how cash was used must be reported on the **Cash Reconciliation Form** and submitted with the Troop Financial Form both at the mid-year and year-end dates.
- Do not reimburse for expenses using cash.
- A person should NEVER sign a check to reimburse themselves. The other two signers on the troop account may issue a check and validated that reimbursement.

### PayPal

Girl Scout troops may open an independent PayPal account, not an organizational or non-profit account. The PayPal account may be used to collect dues, activity fees and product proceeds. The PayPal account must be linked to the troop checking account.

### Record Keeping

Because money is held for the troop/group in trust, accurate records must be maintained. Council staff, girls, and parents have a right to know the troop/groups financial status at any time. When the leadership of a troop/group changes, a financial report must be filed with the Member Services Department within 30 days. The CEO, CFO, Director of Finance, or Support Manager may request a financial report at any time as deemed necessary. All record keeping of the troop and groups' finances becomes part of the permanent record of the troop/group.

#### **When managing troop/group accounts the following must be adhered to:**

- Savings accounts or other interest bearing accounts are not allowed.
- Girl Scout funds may not be used to purchase alcohol or tobacco products.
- Do not mingle personal expenditures with group expenditures on the same receipt.
- Troop/group and personal funds must not be comingled.

### Guidelines for year- end financials

**Year-end report** covers the period from June 1 through May31 (of the current Girl Scout year); and is due to the service unit manager or designee by June 15.

The troop leader is responsible, in partnership with the girls in the group (Juniors and older), to prepare a finance report and distribute it to each family in the troop a minimum of one time per year due on June 15. Full disclosure of the troop finances annually ensures transparency and that all family members of the troop are informed of the troop's income and expenses. This should alleviate any concerns about troop finances from the parents.

A copy should be given to the service unit manager as indicated above, only if the troop was unable to submit the report electronically.

Troops that do not meet during the summer are to keep (carryover) no more than \$100 per girl in their checking account unless they have submitted a detailed prorated plan to the Service Unit Manager and reported on the year-end financial report submitted to GSGLA.

### The year-end report should include the following

- The accounting for June 1 of the previous year through May 31 of the current year.
- Financial Ledger (this is a detailed income and expense record. May be one provided by GSGLA, created by the troop leader or treasurer in excel, or one created from QuickBooks or Quicken).
- Debit and Cash Receipt Forms for any cash withdrawals using check or debit card.  
[www.girlscoutsla.org/documents/Debit\\_and\\_Cash\\_Receipt\\_Form\\_9-15-14.xls](http://www.girlscoutsla.org/documents/Debit_and_Cash_Receipt_Form_9-15-14.xls).
- Troop/Group Finance Report [http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-2014-2\\_9.18.14.xls](http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-2014-2_9.18.14.xls)
- Year-end report and supporting documents must be given to the Service Unit Manager by paper copy or by electronic submission for review, verification, and signature no later than June 15. Use this link for electronic submittal <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>.
- Service unit manager or designee must complete the Service Unit Troop Financial Report electronic copies to <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/> no later than July 15. All questions should be sent to [ServiceUnitSupport@girlscoutsla.org](mailto:ServiceUnitSupport@girlscoutsla.org)
- Report must be given to the service unit manager for review, verification, and signature no later than June 15.
- On July 15, all troops that do not have financials submitted to GSGLA will be suspended in eBiz, placed on suspension which means that the troops are not authorized to meet, travel, raise money, or take trips until the suspension is lifted.
- By August 15, all troops that do not have financials submitted to GSGLA will face removal and or disbanding and troop parents will be notified of the suspension and given an opportunity to remedy the financial situation.
- New Troops that have formed any time during January through May of the current membership year do not need to submit a complete Year-End financial report. They should, however, submit the finance report form with their bank account and signer information or write "account not yet opened" in the bank account information section.

### Electronic Submission of Troop/Group Financials

GSGLA prefers that year-end financials are submitted electronically using the Finance Submittal e-form <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>. The submittal form requires that the GSGLA Finance Report, and Cash Reconciliation forms be uploaded into the form. Once the form is completed, the attachments uploaded, and troop leader or designee electronically attaches their signature, and presses submit, the Service Unit Manager will be emailed the form and attachments for approval. The form and attachments will also be received by GSGLA simultaneously. The Service Unit Manager will then complete the Service Unit Troop Financial Summary Report [http://www.girlscoutsla.org/documents/SU\\_Troop\\_Summary\\_Financial\\_Report.xlsx](http://www.girlscoutsla.org/documents/SU_Troop_Summary_Financial_Report.xlsx) indicating they have reviewed the troop financials they have received. This report must be submitted here: <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/> and any questions e-mailed to [ServiceUnitSupport@girlscoutsla.org](mailto:ServiceUnitSupport@girlscoutsla.org)

**Due date for the Service Unit Troop Financial Summary Report is July 15 for the year-end financials.**

**Service Units and approved GSGLA groups must also submit financials at year-end, Use the same steps as troops.**

### Best Practices for managing expenses during troop travel

- Keep group funds in the bank for safe-keeping. Pay for as many items as possible from the bank account using check or debit card. Avoid the use of cash whenever possible. Pay for as many trip costs as possible in advance of your departure to avoid the need for carrying cash.
- Use debit cards linked to the group account during an activity or trip.
- Make one person responsible for group funds and for keeping a daily account of expenditures.
- Avoid the use of personal checks, personal debit cards, or personal cash for group expenditures. Reimbursements for unavoidable use of personal funds must be well-documented with receipts and written explanations.

### Be sure Girl Scout families understand these key points

- Girl Scout troops should be self-supporting; they should not rely on funding from the girls' families.
- Girls, parents, and sponsors should know where troop funds come from and how they are spent.
- Girl Scout Daisies do participate in the Cookie and the Fall Product programs!
- ***Troop funds do not belong to individual girls, only to the troop as a whole.***
- ***Girls earn money only for the troop, never for themselves.***

Girls may not receive individual credit for the amount of funds or the portion of the troop account that resulted from their contributed troop dues or their money earned or product sales program troop proceeds. The IRS requires that 501(c)(3) organizations must not be organized or operated for the benefit of private interests.. If you have any questions on private benefit or troop account activities please reach out to your Service Unit Support Manager.

### Helping girls earn money for special projects or travel

When girls want to earn their Silver Award or Gold Award there may be times when they will want to raise money for these projects. This is encouraged but has some specific guidelines that must be followed. Troop money-earning money may be used for their silver award if they have voted on it and approve it. Troop money-earning money must only go towards troop events, projects, trips, or travel, except in the case of the Gold Award projects. In the case of Gold Award, a girl may allocate her troop money-earning event funds directly towards her project. This does not count as private benefit as the project benefits her project and not her directly. All money-earning efforts beyond the Cookie and Fall Product Sales must be approved by the Special Events and Money Earning Go Team using the SEME e-application [www.gsglavolunteerapps.org/specialevent-2/](http://www.gsglavolunteerapps.org/specialevent-2/).

An individual girl wanting to raise money for Destinations (a GSUSA travel opportunity) travel may conduct individual money-earning activities to help subsidize the cost of the trip. Money-earning opportunities like selling a handmade item or product throughout the year must go through the SEME approval process and be conducted during the designated period as stated on the SEME e-form application [www.gsglavolunteerapps.org/specialevent-2/](http://www.gsglavolunteerapps.org/specialevent-2/).

Troops that are Cadette Grade Level or older may elect to open a separate checking account to manage Silver and Gold Award project money-earning, individual girl money-earning efforts to be applied to *destinations*, and for extended travel plans.

### **Crowd Funding**

Troops, Service Units, and individual girls pursuing awards or program activity opportunities are prohibited from using crowd funding websites such as [gofundme.com](http://gofundme.com), [kickstarter.com](http://kickstarter.com), [indigogo.com](http://indigogo.com), [upstart.com](http://upstart.com), and oathers that encourage income or contributions.

### **Group Treasury/Funds**

Keep in mind that all funds collected by a troop or other pathway group have been raised under the auspices of GSGLA. When donors give to a troop they are not giving to a particular girl, they are giving to “Girl Scouts”. These monies belong to the troop/group as a whole and only as long as the troop is registered.

New troops or groups may ask, but not require, parents to donate a one-time startup fee when the troop begins meeting. No more than \$25 per girl is the suggested range. Membership MAY NOT BE DENIED based on the inability to pay the start-up fee. Families should know girls are expected to participate in troop money-earning activities to help fund troop activities. Troops may be asked (but not required) to contribute a maximum of \$5 per girl per year to the local service unit as “dues” to provide for copying charges, mailing and other costs associated with providing local service to troop leaders. Group dues are the monies girls contribute to help fund their group’s activities or meeting needs. Dues typically range from .50 to \$2.00 per meeting. Girls and parents together decide upon the amount and frequency of dues. No girl is denied membership based on an inability to pay group dues.

### **Discrepancies/Mismanagement of Funds**

If there is a discrepancy with the troop/group funds:

- The troop leader, assistant leader and adult treasurer will meet to determine the problem and resolve it.
- If the problem is not resolved, a GSGLA staff person will meet with the troop volunteers and determine accountability.
- Girls, parents, and troop volunteers must make the decision as to what action; if any, will be taken should there be mismanagement of funds.
- The troop adults will be responsible for pursuing any legal action if that is the decision of the troop.

### **Addition of a Troop Member**

Since funds belong to the troop or group as a whole, and never to individual members, when a new member joins she benefits from those funds equally with the other members. If this is a recently-organized troop, where other families have been asked to contribute a start-up fee, the new member’s family should be asked as well. (Remember: membership cannot be denied a girl whose family cannot pay.)

What if a group has been working for several years to earn money for an extended trip and a new member joins close to departure time? In this case, if it’s possible to accommodate another traveler (tickets, hotel rooms, etc. have to be considered) it’s acceptable to invite the new girl to join the trip by paying her own way. If travel arrangements can’t be changed to include her, the girl could be given the option to join the troop after the trip, or join another troop if one exists.



### Troop Member Transfers

When a girl leaves a troop, for whatever reason, she relinquishes any claim on money she helped earn for the troop.

### Closing a Bank Account/Disbanding a Troop

When a troop/group or other pathway disbands, by rights the funds revert to GSGLA. It is our practice, however, that when a troop disbands, the girls should vote on what to do with troop funds, using the following guidelines. Monies may be:

- Given to the troop's service unit to benefit its program activities or projects.
- Donated to GSGLA to support troops/members with financial hardships.
- Donated to GSGLA's Family Partnership to fund our general operations. (GSGLA underwrites an average of \$325 per member per year.)
- Donated to the Juliette Low World Friendship Fund.
- Donated to a local charity whose mission is in keeping with Girl Scout principles.

Troops must submit a final Troop/Group Finance report, Troop/Group Disband Form [www.girlscoutsla.org/documents/GSGLA\\_Troop\\_Group\\_Disband\\_Notice\\_FINAL\\_rev\\_9.12.14.pdf](http://www.girlscoutsla.org/documents/GSGLA_Troop_Group_Disband_Notice_FINAL_rev_9.12.14.pdf), financial ledger, closing bank statement, check of remaining proceeds payable to GSGLA, and troops supplies and inventory to the service unit manager or designee within 30 days of the last meeting date. The service unit manager must review and sign the report and submit to GSGLA within 10 days. The report must indicate how the funds were distributed. The group leader signs the final report and submits it to the service unit manager with a copy of the most recent bank statement. As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person.

Unused Girl Scout money left in accounts when groups disband becomes the property of GSGLA. Prior to disbanding, the group may decide to donate any unused funds to a worthwhile organization, to another group, or for girl activities. Under no circumstances may remaining funds be distributed to individual troop members or leaders. As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person. Turn remaining funds over to a Service Unit Support staff member within 30 days of the last meeting or event.

If girls are moving to a new troop(s) funds and inventory may be distributed to the new troop(s) at the discretion of GSGLA. Once a troop/group disbands or graduates out of the program, a Troop/Group Disband Notice and a final finance report indicating a zero balance, must be finalized and turned in to Service Unit Treasurer.

GSGLA troop/Group Disband Notice available on GSGLA Forms:

[http://www.girlscoutsla.org/documents/GSGLA\\_Troop\\_Group\\_Disband\\_Notice\\_FINAL\\_rev\\_2\\_7\\_14\\_Fillable.pdf](http://www.girlscoutsla.org/documents/GSGLA_Troop_Group_Disband_Notice_FINAL_rev_2_7_14_Fillable.pdf)

## Money-Earning Basics

Girls earn money in two distinct ways:

- The Girl Scout Cookie Program and Fall Product Sales organized by our council and open to all Girl Scouts. Girls can participate in two council-sponsored product sale activities each year. All girl members who take part in any way of Girl Scouting (troop, camp, travel, etc.), including Daisies, are eligible to participate in council-sponsored product-sale activities, with volunteer supervision. Please remember: volunteers and Girl Scout council staff don't sell cookies and other products—girls do.
- "Group money-earning" refers to activities organized by the group (not by the council) that are planned and carried out by girls (in partnership with adults) and charge a dollar amount.

Girls' participation in both council-sponsored product sale activities and group money-earning projects is based upon the following:

- Voluntary participation
- Written permission of each girl's parent or guardian
- An understanding of (and ability to explain clearly to others) why the money is needed
- An understanding that money-earning should not exceed what the group needs to support its activities
- Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws
- Vigilance in protecting the personal safety of each girl
- Arrangements for safeguarding the money

There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that sales are conducted with legal and financial integrity. To that end, consider the following reminders and cautions:

- All rewards earned by girls through the product-sale activities must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations).
- Rewards are based on sales ranges set by councils and may not be based on a dollar-per-dollar calculation.
- Groups are encouraged to participate in council product sales as their primary money-earning activity; any group money-earning shouldn't compete with the Girl Scout Cookie Program or other council product sales. Any requests for activities during boothing or GSGLA product sale programs will not be approved. Break even events are allowed during this time.
- Obtain written approval from GSGLA before a group money-earning event. This is done by submitting a Special Event & Money Earning e-application and following the SEME guidelines. Please refer to the Special Events and Money Earning section of our website [http://www.girlscoutsla.org/pages/for\\_volunteers/Cool\\_Tools.html](http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html).
- Girl Scouts forbids use of games of chance, the direct solicitation of cash, and product-demonstration parties.
- Group money-earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the GSLE.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded rewards and/or may earn credits from their Girl Scout product sales. Funds acquired through group money-earning projects must be reported for the group, while following council procedures.

- \* In California, charities and certain other private nonprofit organizations may conduct raffles to raise funds for beneficial or charitable purposes. The nonprofit must register with the Attorney General's Registry of Charitable Trusts prior to conducting a raffle and file an aggregate financial disclosure report for all raffles held during the reporting year. As it relates to Girl Scouts, only the council may hold games of chance, not its subordinate groups.

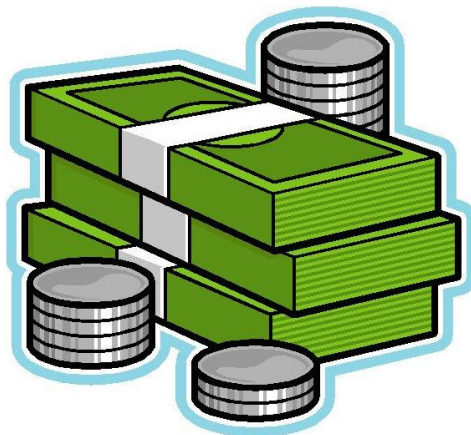
The best way to earn money for your group is to start with Girl Scout cookie activities and Fall Product Sales. From there, your group may decide to earn additional funds on its own. Please be advised that any group wishing to plan a money-earning activity must submit a Special Event & Money Earning or SEME application before advertising the event. Additionally, all groups participating may only submit up to four "profit making" Money Earning requests per program year (Oct 1- Sept 30). A "profit making" money earning event is an event that makes over \$200. There is not a limit to how many "break-even" money earning events a group may participate in. See a sample form here:

[http://www.girlscoutsla.org/documents/Event\\_Application\\_Sample.pdf](http://www.girlscoutsla.org/documents/Event_Application_Sample.pdf)

### Troop Money

Money collected in a troop account belongs to the girls in that troop. These funds are to be spent according to group planning and Girl Led decision making. Troops can disburse funds to a cause or non-profit organization they deem important. i.e. as a charitable donation to a retirement home, as a thank you for use of facility, etc. However, Girls may not donate money to the organizations they work with to complete their Gold, Silver or Bronze award(s) as all monies collected to support the project must be spent on goods/services to benefit the project.

- When using a credit card reader, troops **cannot** charge the fee to the purchaser/participant per banking policies with Visa/Mastercard/Amex. This is a part of doing business and the troop will have to absorb this small fee to have the convenience in accepting a credit card for events/boothings for cookies or fall
- As a Gold Award Candidate, your money-earning plan should be turned in with your Gold Award Proposal. This information is covered in the Gold Award training.



## Keeping Track of Troop/Group Finances

We've been talking about the rules, GSGLA policies & procedures, now let's talk about the tools. The tools are the key to successful tracking of troop/group finances. There are several ways to keep track of troop finances. In this training there are three suggested ledger options for recording the troops financial transactions. The troop should determine what will work best for them.

### Financial Ledger

The most important principle to follow when maintaining records of your service unit's financial activity is: write it down and back it up. Choose a ledger that you're most comfortable with.

- **Excel Ledger** – Some knowledge of Excel is helpful to utilize this type of ledger
- **Quicken-Basic, QuickBooks, Peachtree** – Software may be purchased with Service Unit funds if the budget allows.
- **Handwritten ledger** – No computer knowledge is needed for this type of ledger

Regardless of the type of ledger, the categories should remain the same. Keeping accurate records using the income & expense categories listed below will make the *Mid-Year & Year-End Finance Report* a quick and easy process!

Financial Categories	
Income	Expenses
Membership Registration	Membership Registration
Juliette Low World Friendship Fund	Juliette Low World Friendship Fund
Troop Dues	Family Partnership ( <i>Troop/Group Credit</i> )
Cookie Program Proceeds ( <i>net profit</i> )	Equipment ( <i>non-consumable assets, books, flags, etc.</i> )
Fall Product Proceeds ( <i>net profit</i> )	Program Activities ( <i>trips, workshops, parties</i> )
Family Partnership ( <i>Troop/Group Credit</i> )	Service Projects
Add'l Money ( <i>camping, events, workshops, trips</i> )	Program Supplies ( <i>crafts, awards, patches, pins</i> )
Other Money Earning Projects	Other Expenses ( <i>bank charges, insurance, uniforms</i> )
Other Contributions/Donations	

### Binder Tabs

After the determining the type of ledger you plan to use, the next step is to put together a binder to store the financial records. Here are the suggested binder tab titles:

- Troop Expenses
- Treasurer's Reports
- Bank Statements
- Deposit Records
- Dues Records
- Fall Product Sales
- Cookie Sales
- Group Money Earning Activities
- Miscellaneous
- Bank Account Information

### Tracking Tools & Binder Tab Information

Keeping accurate, easy to access, records will save a lot of time and stress when completing monthly and annual reports. Several forms have been created to help make your job easier. The forms are not required, but are recommended. They can be used as a handwritten or electronic forms.

#### ➤ Troop Expenses

Troop purchases can be paid for with a troop debit card or the expenses can be reimbursed with a troop check. For both types of purchases the receipts must be saved with an explanation of what the purchases were for. The receipts should be attached to the respective form and stored in the *Troop Expenses* section of the troop finance binder.

#### **Debit Card Receipt Form** ([Forms Section \\_Page 19](#))

The troop needs to decide how to handle the debit cards. One possibility is that the Treasurer could keep the cards and only give them out when purchases need to be made for the troop. The card is given out with the Debit Card Receipt form. After the purchase is made the form, receipts, and card are returned to the Treasurer. ***Debit cards are never to be used for personal or non-troop authorized purchases.***

#### **Payment Request Form** ([Forms Section \\_Page 20](#))

When a reimbursement by check is needed, receipts must be included with the form. It's important to set a deadline for turning in payment requests, make sure that the members of the troop know what that dead-line is. Reimbursements should always be made as the money is spent! ***Reimbursement should never be made in cash.***

#### ➤ Treasurers Report ([Forms Section \\_Page 21 & 22](#))

The *Annual Troop/Group Finance Report* is due no later than June 30<sup>th</sup>. Refer to GSGLA Compliance Reporting Policy. The Treasurer is accountable to the troop for keeping the account balanced and to report on how the troop is doing financially. To assist with this, the Treasurer is encouraged to submit a *Monthly Treasurer's Report* to the troop. ***Troop members and GSGLA representatives have the right to view troop financial records at anytime throughout the year. Troop finance records should be updated regularly.***

#### ➤ Bank Statements

The bank statements should be reviewed and balanced monthly. The reconciliation report and bank statement should then be put in the binder.

### ➤ **Deposit Records**

Money for several different categories is often deposited at the same time. This is fine as long as there's a log of what the deposit breakdown is. Each category should be recorded separately in the ledger; this will give a clear picture of what the money is for.

#### **Deposit Record Form** ([Forms Section\\_Page 23](#))

Every item in a deposit is recorded on this form. This is very handy when there's confusion as to whether something was paid for by a specific family, i.e. dues, product sales payments, workshops, etc. All deposit receipts should be attached to the *Record of Deposit*.

### **Receipt Book**

Receipts should be given for every transaction, especially when cash is given. This ensures that there is no confusion about the collection of money. There are a couple different options for receipt books, find the one that will best suit the troop's needs. It's recommended that all the transactions for the year be kept in one book, if possible.

### **Deposit Envelope**

To help with collecting money it's recommended that a deposit envelope be used for every transaction. This is very helpful when the Treasurer is not available to collect money. The leader or someone designated by the Leader should count the money being turned in and record the payment information on an envelope. Include name, date, amount paid, description of what the payment is for, and any other information the Treasurer may need to know.

### ➤ **Dues Records** ([Form Section\\_Page 24](#))

If a troop decides to collect dues, there needs to be a system to collect and track the payment of dues. It's important to keep a record of the dues payments. If the Treasurer isn't present at every meeting the Leader or someone designated by the Leader should collect the money and record the information on the log.

### ➤ **Product Sales**

The final reports for the product sales should be included in this tab. It's the Treasurer's responsibility to collect the reports from the Troop Fall Product & Troop Cookie Chair. The report includes the total number of magazines/nuts & Cookies sold by each girl. The incentives that the girls earned, and the final payment report. If there is any outstanding balances it's up to the Treasurer to collect that money. Copies should also be kept by the Troop Fall Product & Cookie Sales Chairperson(s).

### ➤ **Money Earning Activities**

Some troops need to participate in additional money earning activities based on the goals they are trying to achieve. The approved money-earning request form and final financial report(s) should be included in this section. Refer to page 6 for additional information on *Money-Earning Activities*.

➤ **Miscellaneous**

Anything that doesn't fit into the other categories should be put in this tab. It's important to keep everything pertaining to the troop finances.


➤ **Bank Account Information**

When a bank account is set up, the troop receives paperwork for the account. This information should be kept in the Treasurer's book.

# Forms



Debit & Cash Receipt Form				
				Troop # _____
				Date _____
Name: _____				
Position: _____				
Event or Activity: _____				
Date of Event/Activity: _____		Amount Budgeted \$ _____		
Itemized List of Purchases				
Expense Category	Date	Store/Vendor Name	Description	Amount \$
<b>Total:</b>				\$ -
<b>Attach ALL invoices, statements, &amp; receipts</b> <i>Please keep personal purchases separate from Girl Scout purchases</i>				
<b>Approved by:</b>				
SUM/Leader Signature _____		Date _____	Treasurer Signature _____	
			Date _____	
For Treasurer Use Only				
Date _____		<input type="checkbox"/> Receipt Attached		<input type="checkbox"/> Invoice Attached
<a href="#">Payment Request Form</a>		<a href="#">Visa Debit Receipt Form</a>		

 <small>GIRL SCOUTS</small>	Payment Request Form	GSGLA Troop _____
---	----------------------	-------------------

Name of Person Requesting Check \_\_\_\_\_ Date \_\_\_\_\_

Troop Position \_\_\_\_\_

Event or Activity \_\_\_\_\_

Date of Event or Activity \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Write Check To:**

Name of Person/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_
State \_\_\_\_\_
Zip \_\_\_\_\_

**Expense Category:**

E - Equipment
PA - Program Activities
C - Cookouts/Camping

SP - Service Project
PS - Program Supplies
O - Other

Expense Category	Store/Vendor Name	Description	Amount \$
<b>Total:</b>			\$ -

Attach ALL invoices, statements, & receipts  
(Please keep personal purchases separate from troop purchases)

**Approved by:**

\_\_\_\_\_  
Troop Leader's Signature


\_\_\_\_\_  
Troop Treasurer's Signature

**For Treasurer's Use Only**

Date \_\_\_\_\_
Check # \_\_\_\_\_
Expense Category \_\_\_\_\_

☐ Receipt Attached    ☐ Invoice Attached

←
Payment Request Form
Visa Debit Receipt Form
⊕

		TROOP/GROUP FINANCE REPORT			Revised 11/30/15
<input type="checkbox"/> Mid-Year Report June 1 - Dec 31		<input type="checkbox"/> Year-End Report January 1 - May 31		<input type="checkbox"/> Troop Disband Report Report Date to Closing Date	
BANK ACCOUNT INFORMATION - Use "Tab" key to advance to next blank space.					
SU # _____	Troop # _____	Total # of Girls _____		Membership Year _____	
Troop Level _____	Daisy _____	Brownie _____	Junior _____	Cadette _____	Senior _____ Ambassador _____
Bank Name/Branch: _____					
Authorized Signers - Minimum of *3 <u>non-related</u> adults required. Please print. (*2 signers currently required, third signer due by Year-End Report June 15th)					
1. _____		3. _____			
2. _____		4. _____			
NOTE: The account <u>must</u> be in the name: Girl Scouts of Greater Los Angeles, Troop XXXXX (replace the "X"s with your Troop number).					
TROOP FUNDS - Use "Tab" key to advance to next blank space.					
A. BEGINNING BALANCE					
Checking Acct \$	0.00	+ Checking Acct #2 \$	0.00	(if applicable)	= \$ 0.00
				Notes	
<b>INCOME</b>					
Membership Registration Dues			\$0.00		
Juliette Low World Friendship Fund			\$0.00		
Troop/Group Dues			\$0.00		
Cookie Program <u>NET</u> proceeds (deposits-debits = net)			\$0.00		
Fall Products <u>NET</u> proceeds (deposits-debits = net)			\$0.00		
Family Partnership - Troop/group Credit			\$0.00		
Additional money collected (trips, camping, events, etc.)			\$0.00		
Other money earning projects <u>NET</u> proceeds (deposits-debits = net)			\$0.00		
Other contributions or donation (Sponsorship, family, product sale)			\$0.00		
B. TOTAL INCOME			\$0.00		
C. TOTAL MONEY AVAILABLE (A+B)			\$0.00		
<b>EXPENSES</b>					
Membership Registration Dues			\$0.00		
Juliette Low World Friendship Fund			\$0.00		
Family Partnership - Troop/group Credit			\$0.00		
Equipment (non-consumable assets, i.e. flags, books, etc.)			\$0.00		
Program Activities (trips, workshops, parties, etc.)			\$0.00		
Service Projects			\$0.00		
Program supplies (crafts, badges, patches, pins, etc.)			\$0.00		
Other expenses (bank fees, insurance, uniforms, etc.)			\$0.00		
D. TOTAL EXPENSES			\$0.00		
E. ENDING BALANCE (C-D)			\$0.00		
Checking Acct balance on May Statement (should match ending balance) _____					
Balance is to be used for: _____					
Signature of Troop Leader / Date _____		Signature of Troop Treasurer / Date _____		Signature of Service Unit _____	
Submit electronic copy to <a href="https://www.asglavolunteerapps.org/asglafinancereportsubmittal/">https://www.asglavolunteerapps.org/asglafinancereportsubmittal/</a> January 15th & June 15th. Thank you!					

Ledger						Income										Expenses									
Date	Clt, DC, DEP, FEES	Page	Notes	Category	Amount	Memberships Registered/Received	Juliette Low VF Fund Received	Troop/Group Dues	Cookie Program	Fall Products	Family Partnership Received	Add'l \$ collected (camping/ events)	Other Money Earning Projects	Other Contributions or Donations	Memberships Registered on Paid	Juliette Low VF Fund Paid	Family Partnership Paid	Equipment	Program Activities	Service Projects	Program Supplies	Other Expenses	Cookies Paid		
Beginning Balance																									
1						1 \$	\$	\$	\$	\$	\$	\$	\$	\$	1 \$	\$	\$	\$	\$	\$	\$	\$	\$		
2						2 \$	\$	\$	\$	\$	\$	\$	\$	\$	2 \$	\$	\$	\$	\$	\$	\$	\$	\$		
3						3 \$	\$	\$	\$	\$	\$	\$	\$	\$	3 \$	\$	\$	\$	\$	\$	\$	\$	\$		
4						4 \$	\$	\$	\$	\$	\$	\$	\$	\$	4 \$	\$	\$	\$	\$	\$	\$	\$	\$		
5						5 \$	\$	\$	\$	\$	\$	\$	\$	\$	5 \$	\$	\$	\$	\$	\$	\$	\$	\$		
6						6 \$	\$	\$	\$	\$	\$	\$	\$	\$	6 \$	\$	\$	\$	\$	\$	\$	\$	\$		
7						7 \$	\$	\$	\$	\$	\$	\$	\$	\$	7 \$	\$	\$	\$	\$	\$	\$	\$	\$		
8						8 \$	\$	\$	\$	\$	\$	\$	\$	\$	8 \$	\$	\$	\$	\$	\$	\$	\$	\$		
9						9 \$	\$	\$	\$	\$	\$	\$	\$	\$	9 \$	\$	\$	\$	\$	\$	\$	\$	\$		
10						10 \$	\$	\$	\$	\$	\$	\$	\$	\$	10 \$	\$	\$	\$	\$	\$	\$	\$	\$		
11						11 \$	\$	\$	\$	\$	\$	\$	\$	\$	11 \$	\$	\$	\$	\$	\$	\$	\$	\$		
12						12 \$	\$	\$	\$	\$	\$	\$	\$	\$	12 \$	\$	\$	\$	\$	\$	\$	\$	\$		
13						13 \$	\$	\$	\$	\$	\$	\$	\$	\$	13 \$	\$	\$	\$	\$	\$	\$	\$	\$		

[illegible]

## Troop/Group Dues Record

Troop/Group #: \_\_\_\_\_

Year: \_\_\_\_\_

Names	Date											
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
<b>Totals</b>												

### HOW TO USE THIS FORM:

The following method may be used to indicate that the dues are paid in full (X); in part (record actual amount paid); or not at all (leave the square blank). When, in the case of non-payment or partial payment, the balance is paid, the (X) may be used to cover the amount already recorded as a partial payment or to fill the blank space. At the end of each month, a vertical line may be drawn in red.

## Troop Treasurer

### Position Description & Agreement

**Title:** Troop Treasurer

**Term:** October 1 to September 30, one year renewable

**Overview:** Troop Treasurer Maintains the financial records for the troop.

**Accountabilities:**

- Serves as a member of the Troop, working to provide the financial coordination to support the troop goals.
- Attends monthly Leader meetings prepared to provide a report on the financial status of the troop account and event balances.
- Maintains accurate records of all incoming and outgoing troop financial transactions.
- Maintains the troop checking account to provide accountability and financial management for troop events and activities.
- Completes and submits monthly finance reports to the Troop Leader.
- Completes and submits troop financial reports to council by January 15<sup>th</sup> & June 30<sup>th</sup> of every year.
- Take the online training for Troop Treasurer - <http://gsglaonlinetraining.org/course/view.php?id=14>

**Qualifications:**

- Has cleared a background check and is a registered member of GSUSA.
- Believes in the purpose and philosophy of Girl Scouting.
- Has good organizational, problem solving, and human relation skills.
- Is able to manage the financial tasks involved.
- Accepts the responsibilities of the job.

**Standards of Performance:**

- Performs tasks willingly and effectively.
- Complies with GSUSA & GSGLA policies and procedures.

As a supportive partner of Troop # \_\_\_\_\_ I agree to fulfill my duties as the Troop Treasurer for the upcoming year.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_