



diamonds of arkansas,
oklahoma and texas

Troop Finance Information Membership Year 2024

The Council requires all troops/groups/service units to establish a bank account and the troop/group/service unit treasurer to complete applicable Council training. The bank account must be used solely to support the Girl Scout program. In addition, each troop/group/service unit shall maintain accurate income and expense records. They will submit financial reports as required by council procedures or whenever a council employee requests.

Troops/groups work and communicate with the Service Unit Treasurer (SUT) to coordinate all bank changes. If a troop/group does not have a SUT, they work and communicate with the Senior Troop Finance Liaison (STFL).

Opening a Troop/Group Bank Account

- Contact SUT or STFL to set up a troop/group account with the bank. They will have the most current letter signed by the CEO authorizing the opening of the bank account.
- Accounts should be titled 'Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas.'
- The second line on the account should be titled 'troop (number).'
- All accounts require a minimum of two (2) unrelated signers associated with the specific troop/group.
- All accounts require the SUT or Service Unit Director (SUD) as a signer with online view access to the account.
- Council employees cannot be signers on a troop/group account but may have certain rights due to using the council's tax identification number. These activities include suspending an account, closing an account, and viewing transactions.
- The signers must be unrelated, registered members with current background checks.
- Only one signature is required on checks.
- Troop/group debit cards are allowed, two per troop/group.
- Bank statements must be sent to one of the signers on the account and not the Council's corporate address.
- Once the bank account is established, all signers must present identification and complete the signature card.
- Within 30 days of opening an account, the Troop/Group Treasurer must submit a Service Unit/Troop/Group Bank Information Agreement form to the STFL.
- Troop/Group Treasurers must complete a Troop/Group Treasurer Position Description form and turn it into the STFL.

Opening a Service Unit Bank Account

Most service units already have established, active checking accounts. However, there may be a need to open a new account or close an existing account.

- Contact STFL to set up a service unit account with the bank. The STFL will have the most current letter signed by the CEO authorizing the opening of a bank account.

- Accounts should be titled 'Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas'.
- The second line on the account should be titled 'service unit (name)'.
- All accounts require a minimum of two (2) signers, including but not limited to two of the following: Service Unit Director, Service Unit Treasurer, Service Unit Product Manager, or other service unit positions.
- Council employees cannot be signers on a service unit account but may have certain rights due to using the council's tax identification number. These activities include suspending an account, closing an account, and viewing transactions.
- The signers must be unrelated, registered members with current background checks.
- Only one signature is required on checks.
- Service unit debit cards are allowed; two per service unit.
- Bank statements must be sent to one of the signers on the account and not the Council's corporate address.
- Once the account is established, all signers must present identification and complete the signature card.
- Within 30 days of opening an account, the Service Unit Treasurer must submit a Service Unit/Troop/Group Bank Information Agreement form to the STFL.
- Service Unit Treasurers must complete a Service Unit Treasurer Position Description form and turn it into the STFL or Volunteer Experience Specialist.

Maintaining a Girl Scout Bank Account

Troop funds are for the benefit of all Girl Scouts and should be spent in the year the funds are earned unless the troop has long-term plans. The Troop Treasurer is responsible for coordinating deposits, expenditures, and financial reporting to the Girl Scouts, caregivers, volunteers, and council employees. The management of funds must be transparent for the Girl Scouts, caregivers, volunteers, and council employees. The Service Unit Treasurer is responsible for providing local training and ongoing support to troop volunteers.

Purchases

- Use a debit card or troop/group/service unit check for troop/group/service unit expenses whenever possible to provide a detailed accounting of monies spent.
- Keep receipts for all expenditures. Use the Lost/Missing Receipt form when there is a lost or missing receipt. Contact SUT or STFL for this form.
- All purchases must be Girl Scout-related. Any other type of expense is considered misuse of Girl Scout funds and could result in an audit of troop/group/service unit financials and forfeiture of account privileges.
- Use the tax-exempt form for all purchases. Contact SUT or STFL for this form.
- Purchases should not include any personal items and are within the troop/group/service unit budget.
- Troop funds should be spent on GSUSA membership dues, girl recognitions, trips, appropriate volunteer training, troop supplies, etc.

Debit Cards

- Troops/groups/service units are allowed two debit cards per bank account. The cardholder must be an authorized troop/group or service unit signer.
- Volunteers who have been issued a debit card for a troop/group or service unit bank account are responsible for all purchases made using the card.

- If the debit card is lost or stolen, please contact your banking institution immediately for specific instructions to report lost or stolen debit cards. Also, please get in touch with the SUT or STFL to inform them of this situation.

Cash

- Use of cash should be avoided by the troop when possible.
- An ATM withdrawal receipt or any other form of cash withdrawal from the bank account does not qualify as a receipt for reimbursement.
- All purchases made with cash require detailed documentation and receipts of expenditures.

Reimbursements

- No reimbursements are to be given to a volunteer or caregiver without a detailed receipt.
- If a signer on the account or a member of their family receives reimbursement for purchases, one of the alternate signers must review the receipt and make the reimbursement.

Tips to help ensure good record-keeping

- All signers on a Girl Scout bank account must be current volunteers and maintain good financial standing.
- All troop/group/service unit expenses should be paid for by a troop/group/service unit check or debit card.
- Troops/groups/service units should plan a budget to support Girl Scout activities.
- Sufficient funds must be in the account before writing a check to avoid insufficient funds and bank fee charges.
- Insufficient funds that result in charges from the bank must be taken care of immediately.
- All money received from the product program should be receipted and deposited immediately, but no longer than 30 days in case of a bounced check.
- For the security and safety of the troop/group/service unit leadership, troop/group/service unit monies should not be held in houses, cars, or other locations.
- Troop/group/service unit payments to the council should be handled by troop/group/service leadership.
- After making a purchase in the troop/group/service unit account, take a few minutes and write on the receipt. Ex. Girl Scouts – Twilight Camp or Girl Scouts – Awards Ceremony.
- All debits and credits should be recorded in the cash register. This includes debit card charges or written checks. The treasurer should reconcile bank statements monthly.
- No PERSONAL expenses should be paid using a troop/group/service unit bank account, and no troop/group/service unit money should be deposited in a personal bank account. These two must be kept separate.
- Keep all receipts to verify payment of troop/group/service unit expenses. Zipper bags are helpful for keeping physical receipts, or the treasurer may opt to keep scanned copies.
- Having two adults to help with counting and completing deposit slips will act as a check and balance for accurate deposits during product sales.

- All troop/group/service unit financial records (deposit slips, receipts, check register, etc.) should be available for Girl Scouts, caregivers, volunteers, and council employees to review.
- Service unit funds are for the benefit of the entire service unit. They should be used to host service unit events, pay membership fees for Girl Scout and adult financial aid, Girl Scouts and adult recognitions, trainings, etc.
- Using the Detailed Cash Report is helpful when completing the troop/group/service unit financial report. Alternatively, using financial software such as Quicken will help with categories.
- Do not wait until there is a problem or the problem is out of control to ask for help. Be proactive!

Budget Development

Before the beginning of each membership year, troops/groups/service units should develop a budget for the upcoming membership year. Even though it is a challenge to determine income for the new year, returning troops/groups/service units can use the previous membership year as a guide to develop a budget. Troops/groups should budget expenses such as membership fees for returning Girl Scouts, Girl Scout recognitions, program books, uniform pieces, event fees, trip fees, etc. Service units should budget expenses such as financial assistance for new Girl Scouts and adults committed to a leadership role for a troop, Girl Scout and adult recognitions, hosting service unit events, adult training fees, program books, uniform pieces, etc.

Troops/groups/service unit funds are not the property of one individual. Girl Scout funds are used only for Girl Scout-related purposes, and the group's usage of funds is to be decided by the majority rule.

Annual Reporting

Troops/groups/service units must submit an annual financial report. The STFL will designate the due date each membership year. Annual financial reports are submitted to your Service Unit Treasurer. Service units will submit their annual financial report to the STFL. Troops/groups/service units not submitting reports will be subject to a review of volunteer status and/or financial audit. The council will also hold any pass-through contributions until financials have been submitted.

- To complete the report, you will need the following supporting documentation: 12 months of previous bank statements from the date designated by the council employees, receipts supporting expenditures, and a sales summary for fall product and cookie sales. In addition, service units will need a disbanded troop funds report (if applicable).
- Ending balances should reflect the balance on the most recent bank statement.
- Please submit a copy of the annual financial report and supporting documentation to your Service Unit Treasurer or complete it through the volunteer toolkit finance tab.
- If there is no Service Unit Treasurer assigned, submit the troop financial report and supporting documentation to the Senior Troop Finance Liaison.
- Once Service Unit Treasurer reviews and signs off on the troop financial report, they will send a copy of the troop financial report and supporting documentation to the STFL.
- Troop Treasurer should retain a copy of their troop financial report and supporting documentation.

- The Service Unit/Troop Treasurer needs to keep accurate, legible, and complete records of the troop's finances in case of an audit of troop records.
- Please fill out a Lost/Missing Receipt form in case of a lost or missing receipt.
- Service units are also required to hold and report disbanded troop funds.

Failure to submit the annual troop/group/service unit financial report may result in the volunteer being released from their volunteer role, removal from the troop/group/service unit account, and troop/group/service unit finances may be subject to an audit. Troops with outstanding troop financials will be marked in the Girl Scouts – Diamonds database as 'at-risk'. This status will prevent the troop from being imported into Product Program systems and may temporarily place troop activities on pause.

Financial Audit

An audit of the financial records of the troop/group/service unit may be requested by a caregiver, troop leadership, service unit leadership, or council employees. The STFL will follow up on any requests and determine if an audit will be done. If an audit is deemed appropriate, the volunteer under audit will be removed as a signer on the troop/group/service unit account and the no-sell list until the audit is completed.

Outside Insufficient Checks

Please be advised that if the troop/group/service unit accepts a check as a form of payment, the troop/group/service unit may receive a check that the bank returns because of "non-sufficient funds" (NSF checks).

Checks must include or be documented on the front of the check:

1. Current name and address (if PO Box, ask for a physical address)
2. Phone number with an area code
3. Driver's license number
4. Include the caregiver's or Girl Scout's initials accepting the check in the memo section.

Best practices when accepting checks as payments:

1. Verify a checkwriter's ID to ensure the person writing the check owns the account.
2. Do not accept temporary (counter) checks with no number or a handwritten number.
3. Verify that the amount on the 'Pay to the order of' line and the numeric amount box match. If there is a discrepancy, the bank will honor the 'Pay to the order of' amount.
4. Do not accept checks that are post-dated.
5. Do not accept out-of-state checks.
6. Checks must be deposited into the troop/group/service unit account within 30 days.

Collecting NSF checks:

Step 1: Immediately notify the checkwriter to request re-payment as quickly as possible. It is sometimes best to ask for a cash payment or cashier's check.

Step 2: Contact the caregiver of the Girl Scout who accepted the NSF check (should have initials in the memo section of the check). They may know the checkwriter personally.

Step 3: If you are redepositing an NSF check, contact the checkwriter's bank to ensure funds cover the check amount.

Step 4: If funds are unavailable, send a letter to the checkwriter requesting payment. The checkwriter can be charged a fee for bank service charges on the troop/group/service unit account. The fee should be the same amount charged on the bank statement. Please contact the Senior Troop Finance Liaison at dwolverton@girlscoutsdiamonds.org or 870-558-2533 for assistance if a letter is needed.

Step 5: Turn over to the Prosecuting Attorney for legal processing. Please include the following information:

- a. Service unit or troop #
- b. The check writer's name
- c. The check writer's driver's license number (if applicable)
- d. The check writer's contact information.
- e. NSF bank fee (this can be added to the amount owed)
- f. Communication history between troop and checkwriter regarding the NSF check

Third-Party Payment Services for Troops/Groups/Service Units

- Troops/groups/service units can use payment services such as PayPal, Venmo, Cash App, and Cheddar Up for volunteer and caregiver transactions.
- Troops/groups/service units should read the provider's terms and conditions and know that they are opting into their service at the troops/groups/service unit's discretion and risk.
- If troops/groups/service units choose to use an outside card payment service, the only account that should be attached is the troops/groups/service unit's bank account. Personal bank accounts, credit cards or debit cards should not be attached.
- Troops/groups/service units cannot charge customers transaction fees. Any fees incurred are the responsibility of the troop/group/service unit. Familiarize yourself with the service provider's transaction types and related fees.
- Troops/groups/service units using PayPal should instruct volunteers and caregivers to use the "friends and family" option so they won't be charged a fee. Other payment services may have a similar option as well.
- Troops/groups/service units must keep appropriate documentation and be explicit in the notes when sending money through a service provider. For example, money being collected for an event such as World Thinking Day should include the following information in the transaction description, based on whether it is for a troop or service unit:
 - Service Unit Event: World Thinking Day – Girl Scout/Adult Name – Troop #####
 - Troop Event: World Thinking Day – Girl Scout/Adult Name
- Troops/groups/service units cannot use these payment services for product program transactions with customers because it violates user agreements and can be risky. Product Program recommends Digital Cookie for card payments for product program transactions with customers because it is integrated into our Cookie Program and is free of fees.

- Transactions through card payment services must be troop/group/service unit related. There should be no personal transactions made through the account. Some examples of transactions include troop dues, event fees, and payment for uniforms.
- All current, approved troop/group/service unit bank account signers should also have access to the outside card payment service that was set up for troop/group/service unit use.
- Troop/group/service unit treasurers should make the transaction transfers to the troop/group/service unit accounts. They are the account managers and are responsible for reporting.
- Please be transparent when using these types of payment services. Troop/group/service unit treasurers should make transaction details for third-party payment services available when requested by volunteers, caregivers, or council employees.
- As a best practice, we recommend transferring funds from a third-party payment service to the troop/group/service unit account based on activity rather than transferring all funds at once. For example, a troop can transfer all funds that were submitted for troop dues in one transaction. The troop would then transfer all funds that were submitted for an event in a second transaction. These deposited amounts can then be tracked more accurately for troop and service unit financial reporting and can be reconciled against event rosters and receipts.
- Receipts are required for exchange of funds or products. When paying through a third-party payment service, the bank or credit card statement should have the transaction detail and can take the place of a physical receipt.
- A troop/group/service unit that utilizes a third-party payment service may receive a 1099-K from the Internal Revenue Service if the total amount paid to the troop/group/service unit is greater than \$600 in a calendar year. No action needs to be taken by the volunteer if the guidelines above are followed.

Closing a Troop/Group/Service Unit Bank Account

If a troop/group/service unit is no longer continuing with Girl Scouts, the troop/group/service unit bank account needs to be closed. Girl Scout funds do not become the property of any individual Girl Scout or adult. At no time will funds be refunded directly to Girl Scouts or their families. Instead, the troop/group/service unit may donate remaining funds to a nonprofit organization, another troop/group/service unit, financial assistance, or Girl Scout activities.

- Contact the Service Unit Treasurer or Senior Troop Finance Liaison to help close the troop/group/service unit bank account according to council procedures.
- Be sure all checks and other debits have cleared the account before closing.
- The treasurer should submit a final financial report to the Service Unit Treasurer or Senior Troop Finance Liaison detailing how the troop/group/service unit used all the funds.
- The troop/group leader or service unit director must return all remaining money, property, and equipment to the service unit or council employee within 30 days of disbanding.
- Debit cards and checks should be canceled and destroyed.
- Troop/Group/Service Unit dormant accounts that are over one year old will be closed, and the remaining funds will revert to the council.

Distribution of Troop/Group/Service Unit Funds

Below are the various distribution methods for troop/group/service unit funds:

A **disbanded troop/group** is a troop/group that decides not to reregister, ages out of the Girl Scout program, or is non-compliant with the council.

- If a Girl Scout joins other troops/groups, the remaining troop/group funds are divided by the number of Girl Scouts in the troop when the troop/group disbands. A proportionate amount will follow the Girl Scouts to their new troops. The Service Unit account will hold the remaining troop funds as restricted through the end of the active membership year before being absorbed into the Service Unit general fund. Example: A troop of 10 Girl Scouts has \$1,000 and disbands. Six Girl Scouts move to different troops, and four Girl Scouts do not go to new troops. The new troops will get \$100 per Girl Scout, and the service unit will receive \$400 to hold as restricted.
- If a Girl Scout becomes an Individual Registered Member (IRM), a proportionate amount will be held in the service unit account for this Girl Scout.
- Without a functioning Service Unit, the Council will hold the remaining troop/group funds as restricted through the end of the active membership year before being absorbed in the Council general fund.

A **merged troop/group** is when the Girl Scouts from one troop/group merge with another troop/group.

- The funds from both troops/groups are combined into one account.
- The troop/group treasurer must submit a final financial report for the no longer active troop/group within 30 days of the merger.

A **merged service unit** results from one of the service units no longer meeting the criteria for a functioning service unit per Council procedures.

- The funds from both service units are combined into one account.
- The service unit treasurer must submit a final financial report for the no longer active service unit within 30 days of the merger.

A **split troop/group** is a troop that splits into two or more troops/groups. Splits are most common when a troop/group wants to split by level or decrease troop/group size.

- Suppose most of the troop/group decides to split into multiple troops/groups. In that case, it is appropriate for the troop/group to divide the funds proportionately based on the number of Girl Scouts in the troop/group. Example: A troop of 10 Girl Scouts has funds of \$1,000. The troop splits into two troops of six and four. The troop of six will receive \$600, and the troop of four will receive \$400.

Girl Scout(s) leave an active troop/group when one or more Girl Scouts move from one troop/group to another troop/group or become an IRM. If a troop/group is no longer convenient for a Girl Scout and her family, the Girl Scout may request a transfer to another troop/group.

- No funds are transferred unless the troop/group votes to transfer a proportionate amount to the Girl Scout(s) new troop/service unit for IRMs, but it is not mandatory.

Distribution of Troop/Group Funds Summary

Troop/group disbands, some of the Girl Scouts continue in Girl Scouts	Funds are divided by the number of Girl Scouts in the troop when the troop/group disbands. If they become an IRM, a proportionate amount will follow the Girl Scouts to their new troops/groups or service units.
Troop/group disbands, no Girl Scouts continue in Girl Scouts	Funds are held as restrictive by the service unit through the end of the active membership year before being absorbed into the service unit's general fund.
Troops/groups/service units merge	Funds combine into one account.
Troop/group splits	Funds are divided by the number of Girl Scouts when the troop/group splits. A proportionate amount will follow the Girl Scouts to their new troops/groups.
Girl Scout(s) leave active troop/group	No funds move unless the troop/group votes to send a proportionate amount to the Girl Scouts' new troop.

Money-Earning Activities

Girl Scout troops are financed by dues, money-earning activities, community support, and a portion of the proceeds earned through council product sales. “Council product sales” are council-wide sales of authorized products, such as Girl Scout Cookies, magazines, nuts or candy in which membership pathways participate. A “money-earning activity” refers to any activity that generates revenue for the troop treasury that is not dues, council product sales, and/or donations; “fundraisers” are included as a form of money-earning activity and are covered in the following guidelines and application. Money-earning activities should always follow a planned budget and be carried out by girls and adults, in partnership. Girl Scout funds are for Girl Scout activities and are not to be retained by any individual or individuals as their own.

Before holding the troop’s money-earning activity, troops should submit the Money-Earning Application. Applications will be reviewed, and the troop contact will be notified by email or phone of the status of the application within five (5) business days of receipt of the request.

- Troops must submit the Troop Money-Earning Activity Application for approval to the Senior Troop Finance Liaison at least three (3) weeks prior to the activity. This form should be submitted to troopfinance@girlscoutsdiamonds.org or mailed to: Girl Scouts – Diamonds | Attn: Senior Troop Finance Liaison | 3434 One Place | Jonesboro, AR 72404.
- Troops must submit the activity budget with the completed form.

- Troops must submit a copy of their latest bank statement with the completed form.
- Troops must be active participants in the council product sales and be in financial and membership good standing (no debt, actively registered troop meeting adult volunteer minimal).

Girls' participation in troop money-earning projects or council product sales activities is based upon the following:

- Voluntary participation
- Council guidelines and policies
- An understanding of, and ability to interpret to others, why the funds are needed
- The ability to follow correct business procedures
- Observance of local ordinances related to the involvement of children in money-earning activities, as well as meeting health and safety laws.
- Adherence to policies and procedures found in Volunteer Essentials and Safety Activity Checkpoints.
- Planned arrangements for safeguarding the money. Money-earning activities, like all Girl Scout activities, should include the 3 Girl Scout Processes: Girl-Led, Learning-by-Doing, and Cooperative Learning. Allow girls to take the lead with the planning by brainstorming and developing their own ideas, help girls to understand their troop finances better through their hands-on budgeting and implementation, and encourage lively participation by all Girl Scouts.

Troops should focus on activities that promote learning and/or service opportunities for girls and that complement the Girl Scout Leadership Experience. Some examples of approved money-earning activities include, but are not limited to:

- Providing a service: babysitting, dog walking, gift wrapping, recycling projects, etc.
- Making and selling items (not resale): crafts, artwork, (garage sales are allowed)
- Hosting an event: providing meals or dances for families

Girl Scouts, in their Girl Scout capacity, may not sell commercial products outside of the council product sales. Anything sold at retail is a commercial product. Girls may not sell commercial products as money-earning activities. This includes, but is not limited to, items such as candles, soaps, and fireworks. Product in-home "parties" where items (i.e., jewelry, clothing, makeup, purses, etc.) are sold directly to consumers are not approved money-earning activities – even if a portion of proceeds are donated to Girl Scouts.

Troops may not engage in crowdfunding.

A completed budget must be submitted with all additional money-earning applications that show an understanding of what money is being raised for and a thorough identification of all revenue and expense items (even if items are donated or provided by other sources, like troop families).

Additional money-earning activities should be used to raise money to support Girl Scout activities, not take the place of Girl Scout activities, and must be age and programmatically appropriate. Girl Scout troops may participate in a certain number of additional money-earning activities by level:

Daisies	Brownies	Juniors	Cadettes, Senior and Ambassadors	Multi-Level Troops
Daisies may NOT participate in additional money-earning activities	AFTER participation in both product sales, Brownies may participate in 1 additional money-earning activity with approval	AFTER participation in both product sales, Juniors may participate in 2 additional money-earning activities with approval	AFTER participation in both product sales, Cadette, Senior and Ambassador troops may participate in 2 additional money-earning activities with approval; if troop is planning a trip, 1 additional money-earning activity can be held; troops earning their Silver and Gold Awards can also apply for 1 additional money-earning activity PER PROJECT	Mixed level troops may conduct a maximum number of money-earning activities in accordance with the highest level registered in the troop, and the girls in the troop may only participate to their appropriate level.

Troops should review and complete the [Additional Money-Earning Application for Troops](#) and Service Units should review and complete the [Additional Money-Earning Application for Service Units](#) when wanting to raise funds outside of the council-sponsored product sales.

Mismanagement of Girl Scout Resources

The Council's employees reserve the right to immediately restrict or suspend a volunteer if we have reason to suspect mismanagement of Girl Scout funds or property. Evidence of mismanagement will result in loss of volunteer status and may be subject to legal action.

Some examples of mismanagement of Girl Scout resources would be, but are not limited to:

- Using troop/group/service unit funds or property for personal use or non-Girl Scout-related purchases
- Funds spent without troop/group/service unit approval. Funds should be for the benefit of the whole troop/group/service unit.
- Commingling troop/group/service unit funds with personal funds
- Owing a debt to the council