Troop Checking Account Procedures

Troop or group that is managing money (earning, receiving, and spending) is required to maintain an active account at a banking institution of its choice.

Please contact the Customer Care team should you need a Troop Bank Account Authorization form.
Girl Scout troop accounts require at least two signers which can be approved troop treasurers or troop co-leaders or a combination of both.
Troop treasurers must be approved to handle funds by completing a background check.

When

- **Within** 30 days of troop formation
  - Two approved troop leaders
  - Minimum number of girls registered
- **Before** any troop money is received, earned, or spent
- **Prior** to receiving Girl Scout Cookie or Treat N Keeps Product selling materials

Note: One signer must receive bank statements or have access to online banking while another holds checkbook/debit card.

How

- **Coordinate schedules so that all signers can go to the bank together.**
- **Take it to the bank!**
- All signers must bring:
  - A copy of the Girl Scouts of Greater Atlanta Troop Bank Authorization form
  - Two additional forms of ID
- **Have the bank complete and fax the Troop Bank Account Authorization form to GSGATL at 770-702-9274 .**
- Please keep a copy for your records.

Always remember that troop funds belong to the girls and parents should be provided with troop financial information at a minimum 2 times a year.
Girls should play an active role in the managing of troop funds according to their grade-level.

All troop signers should complete the GS104 Money Management training available online through the Girl Scouts of Greater Atlanta Learning and Resource Center (LARC).

Troop financial reports are to be completed and submitted yearly on June 15 to the service unit.
Girl Scouts of Greater Atlanta may close troop accounts after an extended period of inactivity.

Troop Finances

Ins and Outs of Managing the Troop Finances

Managing your troop checking account and finances is not unlike managing your own personal checking account. Your troop will have income (from dues, money-earning activities, treats and keeps and cookie program) and expenses (program fees, supplies, food, and event costs). The best way to keep track of this is through your troop bank account. Document the income and expenses as they happen. Below are a few simple tips to help you successfully manage the "ins and outs" of the troop account.

Income (Ins) As money comes into the troop, be sure to do the following:	**Expenses (Outs)** Record your expenses in a similar way as your income:
☑ Deposit all troop funds into the troop bank account in a timely manner. ☑ Document the income in the "deposit/credit" column of the checkbook ledger. Be sure to write a description of the income in the "description" column of the checkbook and the date of the deposit. ☑ Keep all bank receipts and any other income receipts with troop financial records. ☑ When bank statements are received, check the statement against your documented income on the checkbook ledger and the receipts in the envelope.	☑ Document expenses on the "payment/debit" line in the checkbook. Be sure to write a description of the expense in the "description" column. ☑ Label all receipts from any expenses. For example, if you bought markers for the troop to use during meetings, label the receipt, "troop supplies." If you went camping and have a receipt for food, label it "camping food." ☑ When bank statements are received, check the statement against the expenses recorded in the checkbook and the receipts in the envelope.

Organizing for Success

The following tips will help you successfully complete the troop finance report:

- Get organized from the start. Have one file/envelope for expenses and one for income. (See examples below.)
- Review the Troop Financial Report Form at the beginning of the Girl Scout troop year.

Financial Organization Ideas

Organize with an envelope

- Take an envelope and write "Troop Income" on the front of it.
- Place all bank receipts and any other income receipts in this envelope.
- Label a second envelope with "Troop Expense" on the front of it.
- Place all expense receipts in this envelope.

Organize with an accordion folder

- Label the tab with a month of the year.
- Place each month's receipts in the corresponding slot, (e.g. All May receipts go in May's slot in the accordion folder).
- Follow the steps above for documenting