

Girl Scouts – North Carolina Coastal Pines

Troop Banking and Accounting Guidelines



Girl Scouts – North Carolina Coastal Pines Troop Banking and Accounting Guidelines

Council and Girl Scouts of the USA Policies

Girl Scouts – North Carolina Coastal Pines requires that each troop open a bank account. The bank account should be established under the Council's federal tax identification number.

At least three troop related adult signatures from unrelated households are required to open an account, and two unrelated adult signatures are required on all checks. No debit cards are permitted since two signatures are required for all transactions.

Girl Scouts of the USA's *Safety-Wise* states that the income from group money-earning activities never becomes the property of individual members – girls or adults.

Opening a Troop Bank Account



In response to the Patriot Act and changing rules in the banking community, the Council developed a centralized system for opening troop bank accounts at BB&T and RBC Centura. All new troop accounts must be opened at one of these banks. (See chart on page 5 for comparison of terms between the banks.)

The Process:

- The troop leader must complete the Girl Scout Troop Bank Account Request Form and submit it to the local Membership Staff. The bank will no longer accept handwritten forms, so please complete the form on your computer.
- The Membership Staff authorizes the troop's request and forwards it to the Council Accounting Department.
- The Accounting Department sends the enrollment to the bank selected by the troop.
- When the bank account is established, the bank notifies the Accounting Department that an account has been established.
- The Accounting Department sends the troop leader by email or mail the information received from the bank and the next step in the process, depending on the bank selected.
- Opening an account should take no more than 10 business days.

Online Access

We have investigated online access and are unable to provide this service due to security issues. The check register and monthly bank statements should be made available to all signers on the account. The bank can also print activity information on your account if necessary.

Debit Cards

Troops cannot order debit cards because Council policy requires two signers, authorizing all disbursements from the troop bank account.

Ordering Checks

- All checks should be printed with two signature lines.
- We suggest not printing an address on the face of the checks so that new checks will not have to be ordered when there are changes in troop leadership.
- Troops have the option of using outside check vendors for better rates.
- BB&T has a special troop check order form which should be completed when the troop comes to the branch to complete the signature form.
- Be sure to request the bank to ship the checks directly to the troop and not to the Council.

Name must be formatted this way →

NC Coastal Pines Girl Scout Troop # _____	Date _____
_____	_____
_____	_____

← Must have two signature lines

Changing Signers



- The Troop Leader must complete the Girl Scout Troop Bank Account Signature Change Form and submit it to the local Membership Staff.
- The Membership Staff authorizes the troop's request and forwards it to the Council Accounting Department.
- The Accounting Department sends the change request to the troop's bank.
- For RBC, the Accounting Department will mail a letter to the troop authorizing them to go to a local branch and update their signature card.
- BB&T will mail the new signature card to the troop leader to sign and return it to the bank.
- This process should take no more than 10 business days, depending on the bank selected.

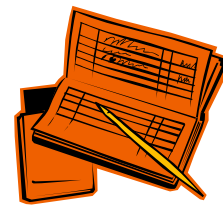
Note to Existing Troops: If the troop has an existing account at a bank that is not at BB&T or RBC Centura, they should follow their local bank's procedures for changing signers. The Council can provide an authorization letter to assist the troop, but many banks will no longer accept this letter.

Maintaining a Troop Bank Account

Troop funds are for the benefit of all girls in the troop and should be spent in the year the funds are earned, unless the troop has a long range plan for spending the funds.

Cash/Checks –

- All expenses should be paid for by troop check.
- All checks must have two signatures.
- Blank checks should not be pre-signed by troop leaders.
- Each check signer should make sure that there are funds in the bank to cover the amount of the check.
- All money received from parents or cookie customers should be deposited as soon as possible. For security, the troop should not hold money in a house, car, or other location.



Record Keeping –

- All checks and deposits should be recorded in the check register, and the bank statement should be reconciled on a monthly basis.
- No personal expenses should be paid for using the troop account and no troop money should be deposited in personal bank accounts.
- *Quicken, Scout Mate* (sold in Council Shops), and similar personal financial software programs are terrific tools for organizing troop finances. If using a personal software program, set up the revenue and expense categories to match the Annual Troop Financial Report. Also, the Detailed Cash Report in Excel has the expense and receipt categories to match the Annual Troop Financial Report.
- A file should be maintained with receipts and records supporting all financial transactions.
- Good practice is to have two adults count money collected and initial the completed deposit slip, especially when the amount is significant.
- All troop financial records (deposit slips, receipts, check register, etc.) should be available for review by your troop's parents/guardians, Service Unit Manager, or Council staff.



Annual Reporting

- Troops are required to submit the Annual Troop Financial Report with their April bank statement by May 31st to the Service Unit Manager.
- The annual report should cover the period May 1st through April 30th.
- Troops should submit their reports to their Service Unit Manager or Membership Staff. If the troop has in excess of \$250 at the end of the program year, the troop must submit its plan for spending the funds on page one of the Annual Report, as indicated.

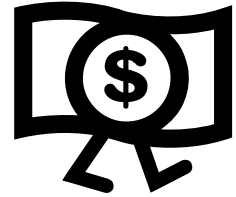
Closing an Account



- According to the bylaws of Girl Scouts of the USA, all troop funds are the property of the Council; therefore, these funds revert to Girl Scouts – North Carolina Coastal Pines, when a troop is disbanded.
- When a troop is no longer active and its members do not plan to re-register, the troop's bank account should be closed. The signers on the account must officially close the account at the bank or notify Girl Scouts – North Carolina Coastal Pines to do so on their behalf even if there is a zero balance in the account.
- If some of the girls continue in Girl Scouts and transfer to a different troop, the balance in the troop account should be divided by the total number of girls. A check should be sent to the new troop for a portion of the troop funds allocated to the girl(s) who are continuing in Girl Scouting before the bank account is closed. The remaining balance should be remitted to the Council with the Disbanding Troop Report after the bank account is officially closed.
- The Disbanding Troop Report should be completed and remitted to the Membership Staff with a cashier's check for the remaining balance when the account is closed.
- Troops that are switching from one bank account to another should not close the existing account until they have ordered and received checks for the new account.

Tips for Collecting NSF Checks

- First step: Immediately contact the customer or payer to notify them of the problem and try to obtain payment quickly in a respectful manner.
- Second step – Contact the bank to see if funds are available to cover the check. If funds are available, redeposit the check.
- Third step– If funds are not available, send a letter to the payer requesting payment. A sample letter is on page 10. A fee can be charged to cover bank service charges on the troop account. The fee should correspond to the cost incurred by the troop.
- Last step – If the check exceeds \$30, and the troop has followed the steps listed above without results, send the actual NSF check to the Council Accounting department with the Troop #, leader’s name, and contact information. If it is a cookie related check, follow the cookie troop guidelines. The Council will submit the check to a collection agency and will reimburse the troop if the agency collects the funds.



Troop Banking and Accounting Forms:

All forms can be downloaded from the Council Website, www.nccoastalpines.org.



Girl Scout Troop Bank Account Request Form
Girl Scout Troop Bank Account Signature Change Form
Annual Troop Financial Report
Detailed Cash Report
Disbanding Troop Report

BANK COMPARISON CHART

Checking Account Costs:	BB & T	RBC Centura
Check Order Cost (fees are subject to change)	\$12.00	\$17.85
# Checks with order (pocket style with 2 signature lines)	150	120
Girl Scouts – North Carolina Coastal Pines Logo on Checks	yes	no
Other Check Order information	Must order through branch using special code	First order must be through branch, special code
Monthly Service Charges	none	none
Minimum Balance	none	none
# of free transactions (debits, credits, items deposited) per month	150	100 deposit items or 100 debits
Charge for each excess transaction	0.35	0.35
Initial Account Opening Process		
Troop leader must complete the Girl Scout Troop Bank Account Request Form and mail or email to the Membership Staff	yes	yes
NC Coastal Pines Accounting Department will notify troop leader when account has been opened and the account number	yes	yes
To activate the account, the troop leader must visit the bank branch, indicated on the Girl Scout Troop Bank Account Request Form to show proof of identity, sign signature card, and make the initial deposit.	yes	yes
All Signers must be present to sign the signature card.	This depends on the branch policies. Please check with branch in advance.	This depends on the branch policies. Please check with branch in advance.
Changing Signers on Existing Accounts		
Troop leader must complete the Girl Scout Troop Bank Account Signature Change Form and mail or email to the Membership Staff	yes	yes
NC Coastal Pines Accounting Department will notify troop leader when signature change has been initiated	yes	yes
Bank will mail new signature card directly to the troop leader	yes	No, Leader must visit branch and present an authorization letter from NC Coastal Pines.



GIRL SCOUT TROOP BANK ACCOUNT REQUEST FORM – Fill in Format

To open a Girl Scout Troop bank account, type in the following information and **email or return it to your Membership Staff**. A bank account will be opened by the Council. You can find more information in the Troop Banking Guidelines which you can get from your Membership Staff or online at www.nccoastalpin.es.org.

Please indicate your **first and second** choice of bank/branch most convenient to you:

- BB&T – Branch (street address/town) _____
BB&T requires the branch's physical address
 RBC Centura

Date _____

Troop # _____ County/Area # _____

There should be at least 3 signers on the account and two authorized signatures on every check.

1. Leader's Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

2. Co-Leader's Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

Other Adult Volunteer(s) who will be a signer on the account

3. Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

Volunteer Position _____

4. Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

Volunteer Position _____

Mail Bank Statement to:

Name _____ at the address indicated above.

Authorization:

Membership Staff Name _____

Name/Signature _____

Date _____

Troop Account Activation Process:

You will receive an email or letter from the Girl Scouts – North Carolina Coastal Pines Accounting Department with your bank account number and instructions on how activate your account in approximately 10 business days when the account is created. To activate the account follow the instructions in the letter and make your first deposit within one week of receiving notification. Refer to Troop Banking Guidelines for more information.

For Office Use Only: _____

Bank Account # _____

TP400/11-08

TP450/11-08



GIRL SCOUT BANK ACCOUNT SIGNATURE CHANGE FORM - Fill in format

To change the signers on a Girl Scout bank account, complete this form and **email it to your Membership Staff** and she will forward it to the accounting department. Refer to Troop Banking Guidelines. Ask for a copy from your Membership staff or download it from the Web at www.nccoastalpin.es.org.

Please indicate the name of your bank and indicate the branch most convenient to you:

- BB&T
 RBC Centura
 Wachovia

Bank Account # _____

Date _____

Troop # _____ County/Area # _____

There should be at least 3 signers on the account and two authorized signatures on every check.

1. Leader's Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

2. Co-Leader's Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

Other Adult Volunteer(s) who will be a signer on the account

3. Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

Volunteer Position _____

4. Name _____

Address _____

Street/PO Box _____ City _____ Zip Code _____

Phone Number (____) _____ Email _____

Volunteer Position _____

Mail Bank Statement to:

Name _____ at the address indicated above.

Authorization:

Membership Staff Name _____

Name/Signature _____

Date _____

Signature Change Process:

You will receive an email or letter with instructions on bank specific procedures for changing the signers on your account within 10 business days. Refer to Troop Banking Guidelines for more information.

Bank Use Only:

Date Signature Card Sent to Branch: _____

TP401/11-08



ANNUAL TROOP FINANCIAL REPORT

This financial report covers the period*: (month/yr) _____ to (month/yr) _____

*Annual report should cover the period May 1 through April 30 unless a different period is specified by Membership Staff and is due by May 30 to your Service Unit Manager or Membership Staff (or as directed) with your ending Bank Statement.

County/Area/SU _____ Troop/Group # _____ Troop Level _____
 Leader/Advisor Name _____ Day Telephone # _____
 Email Address _____ (area code) XXX.XXXX

BANK ACCOUNT INFORMATION

Council Policy: "No troop funds shall be kept in a personal bank account. Funds must be kept in a Troop Bank Account. All accounts must have at least two unrelated adult signers.

Bank Name _____ Account # _____
 Authorized Signers (Please print): 1 _____ 3 _____
 2 _____ 4 _____

Bank Name _____ Account # _____
 Authorized Signers (Please print): 1 _____ 3 _____
 2 _____ 4 _____

Troop Balances

Balance Carried Forward from Last Year: Statement Date*:
 Checking Account _____
 Savings Account _____
 Undeposited Cash _____
 Other _____
Total Beginning Balances _____ (A)

Balance as of the end of the current program year: Statement Date*:
 Checking Account (attach copy of stmt) _____
 Savings Account (attach copy of stmt) _____
 Undeposited Cash _____
 Outstanding Checks < _____ > _____
Total Ending Balances _____ (B)

Reconciliation: _____ + _____ = _____ (F)
 Total Beginning Balance (A) + Surplus/(Deficit) (E) (page 2) = Ending Balance(s)*

*Ending Balance (F) must match your Total Ending Balance (B). If you need assistance, please contact your Service Unit Manager or Membership Staff.
 *If ending balance is more than \$250, please attach plan: _____

Troop Money Received:

Troop/Group # _____

1. Girl Scout membership registration fees _____
2. Troop/Group dues _____
3. a. Total Cookie money collected _____
 b. Total Fall Product Sale money collected (if applicable) _____
4. Money Earning Projects: (Please List) _____
5. Payments collected from families toward trips & activities: (Please List) _____
6. Cookie Achiever Check from Council _____
7. Council Funding (Daisy GS Start Up \$, Wider Opportunity) _____
8. Donations to Troop** _____
9. Other (i.e. pass throughs such as Family Partnership Cash) (Please List) _____

Total Money Received _____ (C)

** The IRS Code require that Girl Scouts - North Carolina Coastal Pines acknowledge single donations of services, goods, materials, equipment, or money with a value of \$250 or more. Please contact the Council Fund Development Department if your troop has received such donations.

Troop Money Spent:

1. Equipment (tents, cooking equipment, etc.) _____
2. Supplies _____
3. Girl Program recognitions (badges, patches, pins) _____
4. Service Project Materials/Costs _____
5. Trips & Activities: (Please List) _____
6. Troop/Group Camping _____
7. Bank Fees _____
8. Other (Please List) _____
9. Council Payments: _____
 Girl Scout membership regist. fees _____
 a. Cookie Payments _____
 b. Fall Sale (if applicable) _____
 Troop/Group Camping Fees _____
 Other: (i.e. pymt to Council for Family Partnership cash) _____

Total Money Spent _____ (D)

Surplus/(Deficit) _____ (C) - (D)=(E)
 (to page 1 Reconciliation)



**SERVICE UNIT TEAM
 PROCEDURES FOR DISBANDING TROOPS**

The designated person from the Service Unit should:

- 1) **Meet with** the parents of the girls in the troop and **determine** whether disbanding is necessary, e.g.:
 - a) Not enough girls will be remaining in the troop to support the principles of the Girl Scout movement
 - b) All girls have been placed in other troops
 - c) No leadership is available
- 2) **Contact** the girls and place them in an existing troop, or group them with others to form a new troop.
- 3) **Collect the troop** program kit, (Leader Guide, Program level handbook/badge book, "Leader's Digest", *Safety Wise*, etc.) and the troop records and keep them within the Service Unit. Troop records are to be retained for one year. If the troop is not reorganized, records should be destroyed. The program kit may be issued to a new troop or may be returned to the field director. Any supplies/equipment should be distributed to the troops that girls have been reassigned to and returned to the field director.
- 4) **Complete** the Disbanding Troop Report and turn in to the Service Unit Manager/ Membership Staff.
- 5) If girls are placed in existing troops, give girls their individual girl record to take with her to the new troop. The Council will issue a check to the girls' new troops based for a portion of the troop funds (divided equally based on the number of girls in the disbanding troop).
- 6) If girls are not being placed in other troops, the funds, supplies and equipment from a disbanded troop will be held by the Council for one year, pending reorganization of that troop.
 - a) The leader or troop committee chair must close the bank account and forward the total amount of the funds by certified check or money order to the Service Unit Manager/ Membership Staff with the Disbanding Troop Report. Make the certified check/money order payable to " Girl Scout – North Carolina Coastal Pines"
 - b) After receiving the funds from the troop leader, the Service Unit Manager/Membership Staff must send all troop financial records with the Disbanding Troop Report, certified check or money order, to the Raleigh Service Center immediately.
 - c) If the troop is not reorganized within one year, the Board of Directors may use the assets in the best interests of the Council.
- 7) Upon receipt of the disbanding report, the Council Registrar will place the troop records in the inactive file until troop is reorganized, or for one year, at which time the troop number will be reassigned.

- Over -

TP415/11-08



DISBANDING TROOP REPORT

Instructions: Submit completed report to Service Unit Manager/Membership Staff. Attach Annual Troop Financial Report, final bank statement, and money order or certified check (from closed Troop account) made payable to Girl Scouts – North Carolina Coastal Pines. Ensure that all troop kit and material are collected from the disbanding troop.

Troop # _____ County/Area/SU _____

Program Level: Daisy Brownie Junior Teen Number Registered Girls: _____

Leader: _____ () _____
Name Email Address Telephone#

Reason for Disbanding: _____

Disposition of:
 Troop Records _____
 Troop Kit (Leader's Guide, *Safety Wise*, etc) _____
 Troop supplies and equipment _____

Troop Funds Distribution:

Bank Name: _____ Bank Account #: _____

The Council will be responsible for distributing funds to the girls' new troops

New Troop #	Amount to be Transferred	Names of Girls Transferring	New Troop's Address (c/o Leader)

Ending Closing Balance in Bank Account: \$ _____ (attach cashier's check payable to **Girl Scouts – North Carolina Coastal Pines** for this amount)

SIGNED: _____ Date _____
 Troop Adult

SIGNED: _____ Date _____
 Service Unit Manager

For Membership Staff's Use
 Date Received: _____

Date sent to Acctg: _____

Date

Debtor's Name
Debtor's Address

Dear Debtor's Name

You are hereby notified that your check dated **check date**, in the amount of **check amount**, has been dishonored.

Pursuant to North Carolina State Statute 6-21.3, you have ten (10) days from receipt of this notice to tender payment in the full amount plus a service charge of \$25.00. Unless this amount is paid in full within ten (10) days, we will initiate collection procedures.

Payments are to be made payable to Troop #**troop number** by either certified check or money order only. If there are any discrepancies, please call me at **telephone number**.

Thank you,

Field Director's Name
County Name County Field Director

Cc: Troop Leader's Name