

Account signers

- ▶ Ensure your troop's bank account has at least two background-checked Girl Scout adult members as signers.
- ▶ Signers cannot be related or part of the same household.
- ▶ Both signers should have access to the bank statements and are expected to regularly review them to maintain transparency and proper financial management.

Financial reporting:

- ▶ Every troop is required to submit an annual finance report using the *Troop Finance Report* form.
- ▶ This report helps ensure that all troop funds are being used responsibly and in accordance with Girl Scout policies.

Debit cards, checks, and reimbursements

- ▶ We recommend using a debit card and/or checks connected to the troop bank account for purchases.
- ▶ The use of cash is discouraged unless absolutely necessary (e.g., for a Girl Scout Cookie Booth).
- ▶ Save all receipts for at least three years, especially for reimbursements to troop leaders or parents. GSGI's Finance Team conducts random audits of troop accounts to ensure compliance with Girl Scout rules. Receipts will be requested in the event of an audit.
- ▶ All saved receipts must include the store/vendor name, date of purchase, purchase total, and payment method.
- ▶ Personal reimbursements are acceptable, but should be made by check, with the other account signer writing the check to avoid self-reimbursement.
- ▶ Personal purchases should be kept separate from troop purchases. They should not be combined on the same receipt or transaction, regardless of payment method.

Account changes

- ▶ If you need to add or remove signers or make other changes to the account, be sure to process these changes through GSGI's *Bank Account Request Form*.

Troop funds

- ▶ All funds in the account belong to the troop as a whole and not to individual members. The IRS governs the use of these funds and prohibits the distribution of any funds to individuals.
- ▶ Managing these funds responsibly is key to ensuring the success of your troop's activities and events.

Need assistance?

- ▶ If you have any questions or need further guidance, don't hesitate to reach out to Girl Scouts of Greater Iowa by calling 800-342-8389 or emailing info@gsiowa.org. We're here to help!
- ▶ Additional resources can be found by visiting girlscoutsiowa.org/volunteers and clicking Volunteer Essentials.