

Troop/Group Financial Guidelines



Girl Scouts, San Diego-Imperial Council, Inc.

July 2008

As girls grow, experience in Girl Scouting can help them learn to manage money wisely, understanding its value and developing habits of thrift, honesty and self-reliance. As you consider troop/group finances from the standpoint of the girl, remember to:

Help girls realize that some troop/group activities cost money while others do not; talk with them about costs in relation to plans.

Be aware of the economic situation of the girls' families in order to set dues and costs at a figure everyone can afford.

Help girls learn how to handle money through banking, shopping and record keeping.

Work with girls to plan how to earn money to cover the costs of their plans.

These financial guidelines have been developed by a group of volunteers and staff to help you carry out your responsibilities for the girls' money, while helping them plan and conduct activities that are appropriate for their age, capabilities, and financial resources. Please become familiar with all the resources available to you, and conduct the troop/group's business accordingly. This is an opportunity for you to role model financial literacy and responsibility. We trust that you will embrace the challenge of handling girls' hard-earned money and your troop/group's finances. We appreciate your commitment to Girl Scouts and helping to build girls of courage, confidence and character.

If you have questions, please discuss them with your service unit treasurer or volunteer support coordinator.

Your volunteer support coordinator may be reached by calling the Balboa Service Center at (619) 298-8391

Troop/Group Financial Guidelines

Financial Forms – available in council resource centers and online at www.girlscoutssdi.org

Troop Attendance and Dues Record

Detailed Cash Record for Troops/Groups

Opportunity Fund Request (request for financial assistance)

Money-Earning Project Application

Event Budget Worksheet

Event Approval Checklist (includes the safety and risk management checklist)

Annual Troop/Group Financial Report & Equipment Inventory

Troop/Group Disbandment Report & Treasurer Worksheet

Bank Authority Form

Bank Letter (W-9 includes Girl Scout Federal Tax ID #)

Record Keeping

1. Any person handling money, writing or signing checks or handling bank accounts and records must be a currently registered member of Girl Scouts of the USA and have submitted a background check, reference check and signed volunteer agreement.
2. Leaders or troop/group treasurers must keep up-to-date, accurate records of all monies received and spent, including receipts and copies of the troop/group checkbook register and bank statements.
3. Troop/group members, parents, girls, service unit managers, service unit treasurers and Girl Scout personnel have the right to review all financial records upon request.
4. Troop/group financial records, including receipts, are to be kept by troop/group leader for a period of **4 years**.
5. Troops/groups/individuals **sponsoring a service unit event** must account for all income and expenses through the service unit account **not** a troop/group account.
6. Troops/groups/individuals **sponsoring an activity/event** must review the safety and risk management checklist.

Troop/Group Budgeting

1. Activities/events must relate to Girl Scout Program Goals:
 - Girls **discover** when they understand themselves and their values, and use their knowledge and skills to explore the world.
 - Girls **connect** when they care about, inspire and team with others locally and globally.
 - Girls **take action** when they do something to make the world a better place.
2. Long term planning for activities/events must include all participating girls and be financially attainable by all. The girls must decide in advance how to handle situations where a girl joins late or just before the special activity/event.
3. When setting dues and planning activities, the leader should be sensitive to the financial circumstances of all members and be affordable for the smallest pocketbook in the group.
4. Troops/groups should budget and plan to spend their money within a single membership year for the benefit of girls within that troop/group. Carry-over funds may be budgeted for the start of their new membership year.
5. If balance **exceeds \$500** on their year-end financial report leader must report troop/group plans, such as trips or special events.

6. Troop/group dues, along with money earned during the council-sponsored cookie program and nut sales, should provide most of the money necessary for the troop/group's program.
7. Dues should be collected in the amount and at the interval determined by each troop/group (e.g., 50¢-\$2 per meeting.)
8. Money within a troop/group belongs to the troop/group as a whole and is never the property of individual girls; separate girl accounts are not permitted.

Bank Accounts

1. Troops/groups with funds in excess of **\$50** must have a bank account for the purpose of safeguarding funds.
2. Troops/groups (including Daisy troops) receiving "start-up" fees and/or donations from parents/troop members must open a bank account once they have accumulated \$50. Start-up fees and donations are recorded as income on the *Detailed Cash Record*.
3. Funds are to be deposited in a troop/group bank account and not into a personal account.
4. Bank accounts will be opened with the name "Troop/Group # _____, Girl Scouts, San Diego-Imperial Council, Inc."
5. Leader or troop treasurer personal address is to be used for bank statement mailing.
6. Bank accounts will use the council tax identification number. W-9 forms are available from the council.
7. Bank accounts must have at least three non-related authorized signers. Signers must be registered Girl Scout members and have submitted a background check, reference check and signed volunteer agreement form.
 - 1) Troop/group leader
 - 2) Troop/group co-leader or treasurer
 - 3) One designated service unit team member, usually the service unit treasurer.
8. Troop/group must submit a current *Bank Authority Form* to their service unit treasurer.
9. Your service unit treasurer will forward the white copy of the *Bank Authority Form* to your volunteer support coordinator to be retained for auditing purposes.
10. **When there is a change in the authorized signers** on the bank account a new, updated form must be submitted.
11. If no changes exist from the previous year's *Bank Authority Form*, a troop/group needs only to confirm with their service unit treasurer that the form on file is still current.
12. Troop/group must have a bank account before participating in the council-sponsored product sales (e.g., cookies/nuts). Refer to the product sales guidelines for further information.

Financial Reporting

- ❖ Failure to submit completed financial report to your service unit treasurer could result in the troop/group account being frozen or closed until financial report is submitted.
- ❖ Leader reappointment depends upon receipt and approval of financial reports.

Detailed Cash Record

The *Detailed Cash Record* is a detailed accounting of all troop/group income and expense transactions.

1. Troop/group leader or treasurer is responsible for keeping an up-to-date, accurate and detailed account of the troop/group income and expenditures.
2. The *Detailed Cash Record* is due to the service unit treasurer by June 15th of each year.
3. Your service unit treasurer will forward the white copy of the *Detailed Cash Record* to your volunteer support coordinator to be retained for auditing purposes.

Annual Troop/Group Financial Report & Equipment Inventory

The *Annual Troop/Group Financial Report & Equipment Inventory* is a summary of the troop/group financial information, including bank account information, total income, total expenses, total account balance, equipment inventory and troop status.

1. Troop/group leader is responsible for reporting and maintaining all troop/group equipment and supplies.
2. Your service unit treasurer will forward the white copy of the *Annual Troop/Group Financial Report & Equipment Inventory* to your volunteer support coordinator to be retained for auditing purposes.
3. When submitting the *Annual Troop/Group Financial Report & Equipment Inventory* attach two copies of the following:
 - *Detailed Cash Record* or similar computer generated report
 - *Bank Statement* (your troop's most recent, reconciled statement)
 - If applicable: *Money-Earning Project Application*
 - If applicable: *Troop/Group Disbandment Report & Treasurer Worksheet*
4. The *Annual Troop/Group Financial Report & Equipment Inventory* must be submitted to your service unit treasurer by June 15th of each year.
5. Troops/groups disbanding June 15th – September 30th must submit a *Troop/Group Disbandment Report & Treasurer Worksheet* to your service unit treasurer no later than September 30th of the current membership year.

Troop/Group Money-Earning Project

“Troop/group money earning” refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the group treasury. “Council-sponsored product sale activities” are council-wide sales of authorized products, such as Girl Scout cookies or nuts, in which groups participate. The funds are for Girl Scout activities and are not to be retained by individuals as their property. (Safety-Wise, Standard 28)

1. Troop/group must participate in the annual Cookie Program before approval for an additional money-earning project will be considered.
2. Troop/group money-earning projects are not held during Council-sponsored sales (i.e. Fall Nut Sales/Cookie Program.)
3. Troop/group may be given approval from the service unit team or volunteer support coordinator for an additional money-earning project, each membership year, as necessary to support program appropriate to the ages and experience of the girls.

Kindergarten Daisy Girl Scouts – refer to your volunteer support coordinator for guidelines on money earning projects. All money transactions occur between the troop leader and the parents. Parents may be asked to contribute a certain sum to cover troop expenses, although program expenses at this level should be minimal.

First Grade Daisy Girl Scouts – **one** money earning project in addition to Fall Nut Sales, Cookie Program and Recycling.

Brownie Girl Scouts – **one** money-earning project in addition to Fall Nut Sales, Cookie Program and Recycling.

Junior Girl Scouts – **two** money-earning projects in addition to Fall Nut Sales, Cookie Program and Recycling.

Cadette/Senior Girl Scouts – **three** money-earning projects in addition to Fall Nut Sales, Cookie Program and Recycling. To go beyond the three additional money-earning projects, Cadette/Senior Girl Scouts must participate in the Fall Nut Sale and Cookie Program.

4. For any large group activity an *Event Approval Checklist* must be completed and submitted with the *Money-Earning Project Application* prior to conducting the project.

5. For any large group activity an *Event Budget Worksheet* must be completed and submitted with the *Money-Earning Project Application* prior to conducting the project.
6. A *Money-Earning Project Application* must be submitted and approved, in writing, prior to conducting project.
 - 4+ weeks in advance** – Troops/groups must submit application to the service unit team for approval.
 - Projects expected to exceed \$250 require approval from the volunteer support coordinator.
 - 12+ weeks in advance** – All Council-wide promoted money-earning events must be approved by the council program manager.
7. **Appropriate** money-earning projects (examples):
 - Workshops (e.g., Try-It, Badge, Camp skills, Bridging)
 - Events (e.g., Songfest, Daisy Day, Sports/Olympics, Teas, Dance)
 - Putting on a play, show, concert
 - Homemade bake sale/craft sale
 - Car wash, yard work, babysitting
 - Walking Tour, Nature Hike
 - Troop/Group “own” cookbook
8. **Inappropriate** money-earning projects
 - Sales generating profits for a specific business/company other than Girl Scouts (e.g., candy, pizza, bakery goods, catalog sales, shopping mall promotions)
 - Door-to-door sales (except council-sponsored product sales)
 - Gambling or games of chance such as raffles and auctions.
 - Product demonstrations/commercial parties involving direct sales (e.g., cosmetic, jewelry, kitchenware, home interior, scrap booking)
 - Direct solicitation of money
 - Money-earning activities on the Internet

Girl Scout Council-Sponsored Product Sales (Nuts/Cookies)

Council product sale participation contributes to the growth and development of the organization by providing funding for girl programs, leader resources and the maintenance of Girl Scout properties and camps.

1. **All** girls participating in council-sponsored product sales must be currently registered members of Girl Scouts, San Diego-Imperial Council, Inc.
2. All troops/groups are encouraged to participate in the council-sponsored product sales. Kindergarten Daisy Girl Scouts have limited participation; refer to product sales guidelines for further information.
3. Additional money-earning projects will be approved only for those troops/groups participating in the **Cookie Program**.
4. Fall-Sale products (nuts) are ordered through the council and offered as a means for troops/groups to earn money.
5. All troops/groups, except Kindergarten Daisy Girl Scouts, are encouraged to participate in the council-sponsored Fall Nut Sale.
6. Money within a troop/group belongs to the troop/group as a whole and is never the property of individual girls. Thus, troop/groups may not have individual girl accounts based on her earned proceeds.
7. Independent/Juliette Girl Scouts may participate in council-sponsored product sales. Reference product sales guidelines.

Fundraising for other Organizations

All fundraising methods employed by Girl Scout troop/group must be in keeping with the principles for which the organization stands (national policy, *Leaders Digest 2006*)

1. Girl Scouts troop/group (or individuals representing themselves as Girl Scouts) cannot solicit money or be involved in fundraising projects for other organizations.
2. Girl members may support other organizations through **service projects** (e.g., handing out water to marathon runners, running a baby sitting area for the PTA/school carnival.)
3. The service unit team, who may consult the volunteer support coordinator if necessary, will determine the appropriateness of an activity or support of an outside organization.

Troop/Group Donations

Receiving

1. Funds may not be solicited by a troop/group or individual.
2. If a local business or community organization wishes to donate money to a particular troop/group

Donations are limited to **\$249.99** per donor per membership year.

The troop/group thanks the local donor with an acknowledgement of all gifts below \$250.

3. Donations in the form of a monetary gift of **\$250 or more**

Monetary gift must be sent to council, who will acknowledge it as a tax-deductible donation and then send a check of \$249.99 to the troop/group.

All monies in excess of \$249.99 will remain at the council to be utilized for the benefit of all girls within Girl Scouts, San Diego-Imperial Council, Inc.

To insure the donation is directed according to the donor's wishes, the donor needs to identify the troop/group number at the time the funds come into council.

Giving

1. Girl Scouts, in their role as Girl Scouts, may not raise or solicit money for other organizations.
2. Girls may contribute a portion of their troop/group treasury to organizations or projects they consider worthwhile if they have funds that are not needed for the activities during the year (for example, Girl Scout campership fund, Girl Scout financial aid, local or international community service organizations or environmental projects.)

Financial Assistance (Opportunity Fund)

Girl Scouts, San Diego-Imperial Council, Inc., is committed to ensuring that all girls can participate in Girl Scouting. The Opportunity Fund was created for membership and program opportunities in and beyond the troop/group activities for individual girls and adults.

Girl Scouting strives to teach girls the valuable lesson of planning and budgeting. Troops/groups should plan ahead with money-earning projects, such as the Cookie Program and Fall Nut Sale, to cover expenses for activities/events. Opportunity Funds should not be used as means of covering costs a troop/group is unable to handle. For example, if 50% of the troop cannot pay for the activity/event, a less expensive activity/event should be planned.

1. Troop/group leader and parent/guardian **or** parent only may request funds for an individual girl.
2. Individual girl or adult receiving financial assistance must be a currently registered Girl Scout.
3. Troop/group financial report from previous year must be on file at the Balboa Service Center.

4. Completed requests must be submitted to volunteer support coordinator at least four weeks in advance.
5. Opportunity Funds received must be recorded as income on your *Detailed Cash Record*.
6. Monies received must be used for individual girl or adult as per *Opportunity Fund Request*. Should the event/activity be cancelled or the girl/adult does not attend, monies must be reimbursed to the Opportunity Fund.
7. Refer to *Opportunity Funds Guidelines* for detailed information.

Changes Within a Troop/Group

1. **If girls leave, transfer to another troop/group or registers as an Independent/Juliette**
All money remains with the original troop/group and is neither given to the girls nor transferred to another troop/group.
2. **When an entire troop moves from one program age level to another**
(e.g., from Brownie to Junior Girl Scouts)
All money moves with the troop/group.
3. **In an ongoing troop/group, where only some of the girls are bridging to a new program age level troop/group**
All money will remain with the original troop/group and is neither given to the girls nor transferred to another troop/group.
4. **If the troop/group divides**
Financial reports are completed and turned in to the service unit treasurer.
All assets are apportioned between the two treasuries on a pro-rata basis according to girl membership at the time of division.
5. **If a troop/group disbands** (e.g., is no longer functioning or has not re-registered within six months of the expiration date of its last registration)
Leader must complete the *Troop/Group Disbandment Report & Treasurer Worksheet* and the *Annual Troop/Group Financial Report & Equipment Inventory*.
All assets, together with disbandment and financial reports, cancelled checks, and unused checks, must be turned in to and receipted by the service unit treasurer.
Troop/group bank account(s) must be closed and a cashier's check for ending balance, payable to Girl Scouts, must be submitted with final paperwork no later than September 30 of the current membership year.
The distribution of gift cards/retail merchandise to each girl/adult is not permitted when closing troop/group treasury upon disbandment.
6. **If some of the girls from the disbanded troop/group continue in a new troop/group**
All assets are apportioned between the treasuries of each new troop/group involved on a pro-rata basis according to girl membership at the time of disbandment.
The service unit team pending reorganization of the troop/group will hold assets for girls not continuing in Girl Scouting for a period of one membership year.
If reorganization does not occur the assets will be used in the interest of Girl Scouting in the service unit. The service unit team will determine use.
7. **Change of leadership**
Outgoing leader must submit a financial report to the service unit treasurer at the time of leadership change.
A copy of the financial report with all assets, funds, canceled checks and unused checks must be given to the new leader
Outgoing leader must coordinate with new leader and bank account signers to make necessary changes to the troop/group account.

Independent/Juliette Registered Girl Scouts

1. Girl Scouts, as a troop/group or independent, cannot solicit money or be involved in fundraising projects for other organizations.
2. Independent/Juliette Girl Scouts do not receive monies or attain bank accounts.
3. Independent/Juliette Girl Scouts may participate in council-sponsored product sales. Reference product sales guidelines.
4. Independent/Juliette Girl Scouts may receive financial assistance for council-sponsored events/activities.