All About Troop/Group Finances

Did You Know?

There is an abundant amount of information available to assist you in Volunteer Essentials and on our Girl Scouts San Diego website! Here are a few pieces of important financial information for you to refer to as you navigate your Girl Scout experience!

Objective

Opening a troop bank account at Wells Fargo. All troop funds must flow through a troop bank account, not through a personal bank account. Troop leaders can set up a troop account at any Wells Fargo branch. Contact troopbanking@sdgirlscouts.org.

Use your debit cards and troop checks for payment. Your Girl Scout troop bank account includes a debit card and one box of free checks. Use the card for official Girl Scout business only. Using it for other purposes violates Girl Scout policy. Document spending with itemized receipts (not ATM receipts).

Transparency is key. Share your troop’s finances with girls, volunteers, and troop families often. Sharing info about troop finances helps avoid conflict. Girls, parents, troop volunteers, service unit managers as well as treasurers, and Girl Scout San Diego staff can request these records too.

How troops Finance their Activities. Girl Scout troops finance their activities by participating in the cookie program and the fall product program, by collecting dues, and by planning money-earning projects.
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The Cookie Program and Fall Product Program
The cookie program and the fall product program are money-earning activities that are sponsored by Girl Scouts San Diego. These product programs are optional. However, troops are encouraged to participate, since product programs are the primary way that troops earn funds.

Money-Earning
Money-earning projects are projects that Girl Scout troops plan and organize in order to earn funds. They must be approved by Girl Scouts San Diego and/or your Service Unit Team, but unlike the cookie program and the fall product program, they are not sponsored by Girl Scouts San Diego. To carry out additional money-earning activities, your troop must participate in both the cookie program and the fall product program within the same membership year. Complete a Money-Earning Project Application and provide a copy to your service unit at least four weeks prior to the project date.

Paying for Membership with Troop Funds. Using troop funds to renew girl and volunteer membership is an excellent use of Girl Scout troop funds. It guarantees Girl Scout experiences for girls and helps out troop families too. It’s easy to renew memberships in your My GS account. Find instructions or learn more about membership at sdgirlscouts.org/renew.

Track Troop Income and Spending. Track your Girl Scout troop’s financial data, including income, expenses, bank account balance, and product program transactions on the Troop Financial Tracking Worksheet. Update the worksheet often—anytime your troop makes a financial transaction or receives funds.

Don’t skip the Annual Financial Report (AFR). To submit the AFR, upload your completed Financial Tracking Worksheet and latest April bank statement, and complete the AFR sections as prompted through the Finances tab on the Volunteer Toolkit. The report is due by June 1.

Troops who don’t supply a completed Annual Financial Report fall out of compliance with Girl Scouts San Diego and cannot apply for money-earning projects, aren’t eligible for financial assistance for girls in need, and may not have their leader or troop treasurer roles renewed.

Money Earned Belongs to the Troop. No matter how many girls participate in product programs and no matter who participates in or chooses not to be a part of money-earning projects, all money earned belongs to the girls listed on the troop roster. Troop money is deposited in one troop account and is used for activities that benefit all girl members. Money never belongs to any one girl. When your Girl Scout troop is ready to raise funds, it’s important for girls to have a plan in order to reach their shared goal.

Connect with your Service Unit Treasurer. Your service unit treasurer is a great resource in your local community and very knowledgeable about troop financial information. Please contact serviceunits@sdgirlscouts.org to find your Service Unit Treasurer.