



SERVICE UNIT TREASURER RESOURCE PACKET

This packet is meant to act as a reference for Service Unit treasurers in performing their duties. In order to complete training, Service Unit treasurers must also complete the steps detailed below. *Please note: if you print this packet for your reference, you should still check back as this is updated regularly as policies or procedures change.*

SERVICE UNIT TREASURER TRAINING

To complete Service Unit treasurer training, follow all the steps in the [Service Unit Volunteer Position Agreement](#). Please contact your staff volunteer support coordinator if you did not receive a link to this form. The steps of completing this agreement are:

- Review the [Service Unit treasurer's position description](#) and agree to the Responsibilities and Qualifications for the position
- Watch the "[Service Unit Team Orientation](#)" video
- Complete the online "[Service Unit Treasurer Training](#)." There is a brief questionnaire after each training module video
- Watch the video entitled "Service Unit Treasurer - Mentoring Troops and Juliettes"
- Review the [Managing Service Unit Money](#) article.

ROLE OF THE SERVICE UNIT TREASURER

As Service Unit treasurer, you manage Service Unit funds and take a lead role in modeling and teaching proper money management for troop leaders and Girl Scouts. You will:

- Assist in the opening, closing, and monitoring of troop bank accounts.
- Manage your Service Unit's checking account.
- Pay invoices for all Service Unit activities, including required non-member insurance for events.
- Participate as an active member of the service team by attending regular meetings and aiding in the creation of the Service Unit budget and the Service Unit plan of work.
- Complete and submit Service Unit financial reports.
- Ensure that leaders submit their Annual Troop Finance Reports on time.
- Educate volunteers in the Service Unit on responsible money management and adherence to GSUSA's and Girl Scouts River Valleys' financial policies and procedures.

For a more detailed explanation of your responsibilities, refer to the [Position Description](#).

GIRL SCOUTS RIVER VALLEYS' FINANCIAL POLICIES FOR SERVICE UNITS

For full details on Girl Scouts River Valleys' financial policies, see the Money Management & Fundraising section of our [Policies](#) page. Detailed information about troop and Service Unit finances as well as links to important forms may be found on the [Service Unit Treasurer's page](#) of the River Valleys volunteer website.

- The Service Unit manager (SUM), appoints a treasurer contingent on the approval of River Valleys' staff. The SUM and treasurer cannot be the same person or be in a relationship such as a spouse or family member.
- All Service Units must have a bank account. This account must be with Wells Fargo unless there is not a location within 10 miles.
- The federal tax identification number #41-0693910 should be used to set up both service unit and troop bank accounts. The [W-9 Form](#) is available if needed.

- Service Unit bank accounts require a minimum of two signers. These two signers must be the Service Unit manager and the treasurer. The Service Unit manager should receive the bank statements and review them regularly with the treasurer.
- Service Units are only required to have one signer on checks, but it is highly recommended that they have two. If there is one signer, this should not be the same person who reconciles the bank account.
- Service Unit accounts may be managed online and a debit card may be used if careful records are kept.

PROPER MONEY MANAGEMENT

As a treasurer, you should always practice and model proper money management.

- Create a budget.
- Keep detailed records of all transactions.
- Limit use of cash to ensure all transactions are traceable.
- Do not mix Girl Scout and personal money.
- Be transparent.

Maintaining Accurate Service Unit Financial Records

One of your most important tasks as a treasurer is to create and maintain accurate financial records of the Service Unit bank account. The most important principle to follow when maintaining records of your Service Unit's financial activity is: write it down and back it up.

Write it down: Every deposit and withdrawal from the Service Unit bank account must be recorded. The following information should be included for each transaction:

- Date
- Whom deposits came from (a deposit) or to whom the money went (a withdrawal)
- The purpose of the funds
- The amount of money deposited or withdrawn
- The resulting balance in the Service Unit bank account
- Category, including: Activity/Event Fees, Service Unit Funding, Activity/Event Costs, Supplies, Training, Recognitions, etc.

Methods for tracking transactions:

- Checkbook Register
- Financial Software

Back it up: Every transaction that occurs in the Service Unit bank account must be backed up by some type of supporting documentation. Most often this documentation will be in the form of receipts (an expense) or deposit slips. You should keep all financial records together and organized by month. This can be done on paper in a binder or file folder, or electronically by scanning records and organizing them in folders. Documentation should be kept for seven years.

Service Unit Funding and Expenses

Each year, the Service Unit will receive an ACH deposit from Girl Scouts River Valleys. This funding will be given to the Service Unit provided the Service Unit bank account has been set up at the appropriate bank. Each Service Unit will receive \$70 plus \$.50 per member based on the previous Girl Scout membership year. You should verify Service Unit funds have been credited to the Service Unit bank account. Make sure your Service Unit finance report is turned in by the deadline to receive Service Unit funding. The Service Unit is to use its River Valleys' provided funding to support its business expenses.

At certain times throughout the year, Girl Scouts River Valleys may offer additional funding opportunities for Service Units that are associated with achieving specific goals. These opportunities will be promoted by Girl Scouts River Valleys.

A detailed list of appropriate Service Unit expenses is listed below. Any expense not listed must be discussed with a Girl Scouts River Valleys volunteer support specialist. Appropriate expenses are:

- Office Supplies
- Duplication of agenda, handouts and meeting notices
- Equipment rental such as tents and cookware for Service Unit events. The Service Unit should not purchase this equipment.
- Meeting space rental for meetings, events, and recognitions
- Books, packets, and pamphlets for the Service Unit library
- Postage
- Food for meetings, events, trainings, and recognitions
- Honorariums for guest speakers at leader meetings, training, or Service Unit events
- Fees for membership or registration for a Service Unit representative in an organization, workshop, or training
- Tokens of appreciation for community speakers and sponsors
- Expenses for recognition of older Girl Scouts and all volunteers within the Service Unit
- Recognition should be equitable from one volunteer to another.
- Bank service charges

Important Note: Service Units may not participate in money-earning activities and cannot be used to make a profit. Service Unit events should be fully funded by the registration/admission fees charged for them. More information on planning Service Unit events, including a budget planning worksheet, can be found in the [Planning Service Unit Events](#) article.

CREATING THE SERVICE UNIT'S ANNUAL BUDGET

At your yearly Service Unit planning meeting, you will work with your Service Unit team to create a budget for the year. In creating a budget, it is helpful to identify potential Service Unit expenses for the year. One useful place to start is a list of appropriate Service Unit expenses on the previous page of this packet.

Once the Service Unit team has made a list of potential expenses, it is time to determine how much these items will cost. It may be useful to look at last year's budget to determine some of these numbers. You can use the Sample Budget Planning Worksheet on [paper](#) or [spreadsheet](#) to record this information.

SOLICITATION OF FUNDS

Girl Scouts of Minnesota and Wisconsin River Valleys is a charitable/public non-profit organization. In order to protect this status, the council has created strict guidelines governing solicitation. These policies are discussed in detail in [Girl Scouts River Valleys Money-Earning Policy](#). You should be familiar with the solicitation policies:

- Service Units and troops are not allowed to solicit monetary donations.
- Service Units and troops may accept unsolicited donations from community and civic organizations. Donations of \$250 or more must be receipted through Girl Scouts River Valleys using the [Financial and In-Kind Donation Form](#) available on the Girl Scouts River Valleys website. Service Units and troops cannot contact major corporations.
- Girl Scouts are not permitted to fundraise for any other organization as representatives of Girl Scouts. Girl Scouts are encouraged to help organizations with service projects and can donate a portion of their troop funds to organizations.
- Girl Scouts are not permitted to "bell ring" as representatives of Girl Scouts. This falls under the category of fundraising for another organization.
- Girl Scouts may donate money from their troop funds to organizations they view as worthwhile provided that they will have enough money remaining for troop programming and activities.

REPORTING ON BANK ACTIVITY

The treasurer should submit a [treasurer's report](#) to the Service Unit team each month to present the Service Unit's monthly financial activity. In addition, the treasurer should give a financial report at Service Unit meetings. The report should include budgets and financial activity for Service Unit events and ongoing expenses. If your Service Unit does not hold meetings, you can include a report in the Service Unit newsletter or send a separate email.

SERVICE UNIT FINANCE REPORT

- You are required to submit a [Service Unit Finance Report](#) by June 30 each year.
- This form must also be completed any time the bank or signer information changes. The form with the new information must be submitted within 30 days of the change.
- Make sure your Service Unit finance report is turned in by the deadline to receive Service Unit funding.

Detailed directions for completing the Service Unit Finance Report

- The Service Unit Finance Report is a web form that will be electronically submitted to Girl Scouts River Valleys and a copy will be emailed to person completing the report. You will need to attach a copy of the bank statement prior to submitting your report.
- Provide the names of the signers on the Service Unit bank account. This should be the Service Unit manager and the Service Unit treasurer.
- Use your monthly Treasurer's Reports and checkbook register to total all income and expenses for the year. Notice that these sources of income and expenses must be categorized. (Use the category for each income and expense in your checkbook register.)
- Determine your account's ending balance by adding the beginning balance (balance at the beginning of the year) and the net balance (total income minus total expenses). Note: If you have any ongoing projects that ending balance funds may be supporting, make note of them in the bottom box. Enter expenses as a negative number so it will calculate correctly.

BASIC FINANCIAL POLICIES FOR TROOPS

All Service Unit financial policies apply to troops including rules governing solicitation of funds. The only exception is money-earning, which will be discussed later in this training. Additional troop financial policies are:

- Money donated to or earned by a troop becomes that troop's property and does not belong to individual Girl Scouts, volunteers, parents, and guardians. Funds used should equally benefit all members of the troop, not individuals.
- The goal of earning and using troop money is for Girl Scouts to learn age-appropriate business and financial literacy skills. Girl Scouts should play an active role in setting goals, money earning, and planning.
- When a troop disbands, merges, or splits, money should be divided according to the terms outlined in the [Troop Disband Form](#) and [Girl Scouts River Valleys Troop Disband Policy](#). Money can only be dispersed to troops, Girl Scouts River Valleys, or converted into Juliette program credits; it cannot be given to Girl Scouts, volunteers, or parent/guardians.

TROOP BANK ACCOUNTS

The following information is a summary of Girl Scouts River Valleys' and GSUSA's troop financial policies. More details and instructions can be found in the [Troop Finance Packet](#).

- A troop must have a bank account if they participate in the Cookie or Snacks & Magazine Sales or if they have troop funds in excess of \$25.
- Reference the [Opening a Troop Bank Account](#) article when setting up a troop bank account.
- Troop accounts should be opened under the following name: River Valleys, troop number xxxxx using the federal tax identification number: #41-0693910.
- The troop account should be opened under the address of the troop leader; however, the troop leader's address should not be printed on the checks unless required by the banking institution.

- There must be two signers for a Wells Fargo Account. These are the troop leader and another registered, authorized adult, who has completed all River Valleys onboarding, such as a co-leader, troop treasurer, etc.
- If the account is not with Wells Fargo, the service unit treasurer must be a third signer on the account.
- Troops can obtain a debit card for their account, but they cannot open a line of credit or ready reserve balances on their checking account.
- Receipts should be kept for documentation for seven years.

TROOP BANK ACCOUNT RECORD

- Once a troop has opened a new bank account or a signer on an account changes, they are required to submit a [Girl Scout Bank Account Record](#) form within 30 days.

Troop Contact and Financial Information

An important task to complete at the beginning of the program year (and update throughout the year) is creating an accurate list of the troops in your Service Unit with their contact and financial information. Taking the time to compile this information at the beginning of the program year will make it easier for you to:

- Keep track of the required financial forms.
- Contact troops during the year with questions or concerns.
- Monitor troop accounts and intervene, if necessary.

There are several ways to keep track of this information, but one of the simplest and easiest methods is using the [paper](#) or [spreadsheet](#) samples provided.

TROOP DUES

Troops are permitted to collect a small amount of money to run the troop before funds are received from the Snacks & Magazines and Cookie Sales. Girl Scouts should be affordable for all girls. [Grants](#) are available for first-year dues.

TROOP SPONSORSHIP

Troops may earn money or services through sponsorship. A sponsorship is a mutually beneficial partnership between Girl Scout troops and businesses, schools, communities of faith, and other local organizations. A donation form documents agreements between the council and businesses/organizations for the sponsorship of a troop and must be submitted to River Valleys for all sponsorship agreements. The [Financial and In-Kind Donation Form](#) can be found on the Girl Scouts River Valleys website.

TROOP MONEY-EARNING

Most Girl Scout programming and activities should be supported through troop participation in the Girl Scout Cookie Program and Snacks & Magazines Program. Troops should try to the best of their abilities to create budgets that allow all of their activities to be supported by these two sources.

Some activities might require additional funding outside of participation in the Girl Scout Cookie Program and Snacks & Magazines Program. In these cases, a troop can plan and participate in an approved money earning project provided that it meets both GSUSA's and Girl Scouts River Valleys' policies governing money earning activities. All Girl Scout troops and Juliettes, except Daisies, are permitted to do additional money-earning projects.

You can find all the rules for money-earning activities on the [Money-Earning](#) article on the Girl Scouts River Valleys website. As Service Unit treasurer, you must review and be familiar with these requirements.

TROOP FINANCE REPORTS

Each troop is required to submit a copy of their May troop bank statement and a copy of the [Girl Scout Finance Report](#) by June 15 to the Service Unit treasurer and to Girl Scouts River Valleys.

Troops not continuing need to complete a [Troop Disband Form](#). A disbanding troop needs to submit the [Troop Disband Form](#), the [Girl Scout Finance Report](#), and the May bank statement showing a balance or zero balance to the Service Unit treasurer.

Strategies for encouraging troops to submit finance reports on time:

- E-mail all troop leaders in April and remind them that it is their responsibility to complete and submit the forms to you on time. Girl Scouts River Valleys needs this information to maintain their nonprofit status and grant eligibility.
- Offer to help them with completing the forms if they are having difficulty.
- Create a list of all leaders who have completed and submitted this form. Read off this list at leader meetings. Leaders will want to get on the list, and this will motivate them to complete their forms. This list can also be distributed as a mass e-mail to all leaders in the Service Unit.
- Offer an early bird special. All troops that return their [Girl Scout Finance Report](#) by May 31 receive a \$5 off coupon good at any of the events hosted by their Service Unit the following year (if your budget will allow it).

JULIETTE GIRL SCOUT FINANCES

- Juliette Girl Scouts do not earn money, and therefore do not have their own bank accounts. Instead, they receive Juliette Program Credits (JPCs) from selling Girl Scout Cookies and Snacks & Magazines.
- Juliette Girl Scouts should turn in any proceeds from money-earning activities to their local service center in exchange for Juliette Program Credits. They can also convert money from an activity, or from a previous troop into JPCs by using the [deposit form](#).
- Juliette Program Credits can be used to do the following:
 - Reimburse the cost of attending any GSUSA, council, or service unit sponsored activity, including camp.
 - Purchase items in the Girl Scout Shop.
 - Reimburse the cost of fulfilling the requirement for a Girl Scout award or service project with the approval of the Service Unit manager or River Valleys volunteer support specialist.
- To make a payment for a council event using Juliette Program Credits, complete the registration form for the event indicating that payment should come from the Juliette Program Credits. Include the Juliette Proceed Credit certificates with the form.
- To attend a Service Unit event, a Juliette's parent/guardian pays for the event and then submits the registration confirmation letter, and the appropriate number of Juliette Program Credits with a [Juliette Program Credit Reimbursement Form](#).
- Juliette Program Credits should be treated like cash; they are not transferable and cannot be replaced if lost.
- You can find more information on the [All About Juliette Girl Scouting](#) article on the Girl Scouts River Valleys' volunteer website.

GRANTS FOR GIRLS AND ADULTS

Girl Scouts is open to all girls and adults regardless of their ability to pay. To encourage participation, River Valleys budgets money to help girls and adults who need financial assistance to participate in Girl Scouts. Please see the [Financial Assistance](#) page of the Girl Scouts River Valleys website for details and application instructions.

SHARING PROPER MONEY MANAGEMENT

There are numerous ways that you can help leaders learn the "ins and outs" of troop financial management. These include:

- Leading a roundtable at a leader meeting.
- In your correspondence, remind troop leaders that you are available to answer questions.
- Offer finance clinics at your Service Unit events. Troop leaders can sign up for individual meetings with you to discuss their particular financial issues or concerns.
- Volunteer to teach a troop about budgeting and other money issues. Very often troop leaders will bring up their questions before or after the session. Plus, you will be teaching Girl Scouts important life skills.
- Create your own ideas and strategies from this resource packet.