

SERVICE UNIT TREASURER

2018 KICK-OFF

Presented by:

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And

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Girl Scouts are
Out of This World

girl scouts
of northeast texas

Kickoff 2018

General Financial Topics

- All money collected, earned or deposited in the name of Girl Scouting must be used to meet the purpose of Girl Scouting in our Council.
- Such money becomes the property of Girl Scouting and not of any individual.
- Girl Scout funds are not to be comingled with a personal or business account.

General Financial Topics

- All individuals handling money must be:
 - Registered Girl Scout member and volunteer in good standing.
 - Current Background Check (within 3 years)

Bank Accounts

- To safeguard Girl Scouts funds, all Troops & SU should open and maintain bank accounts
- Bank accounts should be reconciled monthly and must maintain a positive balance at all times.
- Bank accounts are subject to audit by GSNETX at any time.
- Choose a bank that charges nominal fees or no fees.

Bank Accounts

- Each account needs two signers who are not related/family and not of the same household.
- The name on the account should read as follows:
 - Girl Scouts of Northeast Texas SU XXX

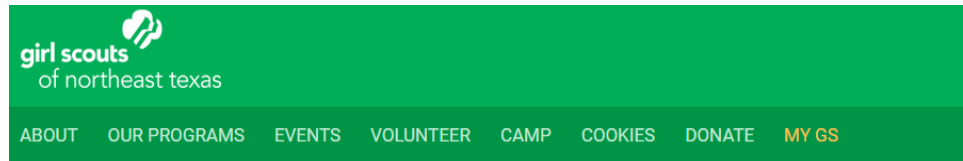
Bank Accounts

- Bank account set-up, changes and closings must be pre-authorized by council.
 - www.gsnetx.org / Forms/ Opening or Changing a Girl Scout bank account.
 - www.gsnetx.org/regbank—goes directly to bank registration
 - www.gsnetx.org/troopfinance—this will take you to new webpage with links to open, update or register a bank account.

Bank Accounts

- Once approved, an Email will be sent which includes information to be taken to the bank when opening an account. **All signers are required to be present.**
- Once this is complete you will be ready to register your account.

Bank Account Registration



Bank Account Registration and ACH Authorization

This Registration and Authorization form is to be completed by Girl Scouts of Northeast Texas Troops/SU upon being approved by GSNETX, and:

- opening a Troop/SU bank account
- changes in authorized signatures on an account
- updating banking information

Bank Information

* Account Type Checking ✓
 Savings

* Account Status New Account ✓
 Update Existing Account

* Bank Name ✓

* Routing Number ✓ ?

* Confirm Routing Number ✓

* Account Number ✓ ?

* Confirm Account Number ✓

Bank Account Registration

Account Information

* Troop Number

* Service Unit

Bank account registration requires two (2) unrelated signers that have passed background checks.

Signer on the Bank Account

* First Name ✓

* Last Name ✓

* Volunteer Position ✓

* Email Address ✓

* Confirm Email ✓

* Phone Number

Signer on the Bank Account

* First Name ✓

* Last Name ✓

* Volunteer Position ✓

* Email Address ✓

* Confirm Email ✓

* Phone Number

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Bank Account Registration

Acknowledgements

By completing this form, you acknowledge that:

- You are an authorized signer on the Troop/SU bank account.
- The Troop/SU account is set up using GSNETX council tax ID.
- You accept responsibility for depositing sufficient funds in the Troop/SU bank account to cover ACH transactions at least 3 business days before the transaction is due to occur based on GSNETX's Product Sales guidelines and processes.
- You authorize GSNETX to repeat ACH transactions that fail for any reason.
- Any monies due to your Troop/SU from GSNETX will be credited to your bank account via ACH transaction.

*Signature

Jane Mint|



Signed Tuesday, July 31st 2018 at 02:08:47 pm

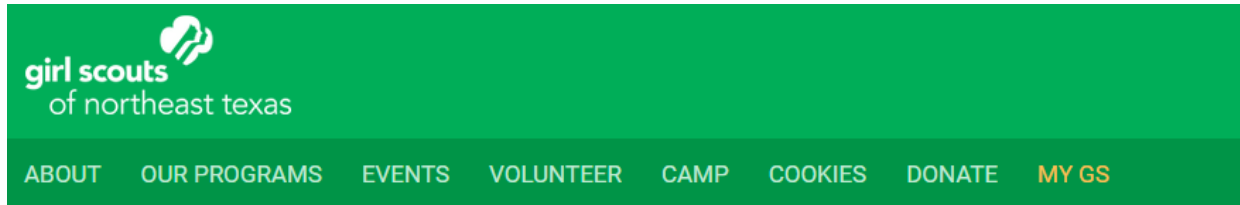
➤ Submit

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Bank Account Registration



Registration Confirmation

Thank you for completing the Bank Account Registration and ACH Authorization Form.

Both signers entered previously in the form will receive an emailed copy of the information submitted.

Please retain the email for verification purposes as it may be required by your Troop Leader, Service Unit and/or Girl Scouts of Northeast Texas.

Thank You.

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Bank Account Registration




Tue 7/31/2018 10:23 AM

Girl Scouts of Northeast Texas <noreply@gsnetx.org>

Girls Scouts of Northeast Texas Confirmation

To: Werner, Andrea

 This item will expire in 29 days. To keep this item longer apply a different Retention Policy.
If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

Bank Account Registration and ACH Authorization Form Confirmation

Thank you for completing the registration form. Both signers listed below will receive a copy of this email.

Please retain this email for verification purposes as this confirmation may be required by your Troop Leader, Service Unit and/or Girl Scouts of Northeast Texas.

The following information was submitted on Tuesday, July 31st 2018 10:20:27 am.

Bank Information	
Account Type	Checking
Account Status	New
Bank Name	Aa
Bank Routing Number	021000021
Account Number	Ending in: 11
Account Information	

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Just for Fun! Money Trivia

- What money buried in a garden will repel slugs?

Penny

Bank Accounts

- For troops selling cookies, they will be required to register for ACH sweeps.
- SU need to register their accounts. Monies due the SU will be paid by ACH.

Bank Account Sweeps

- Troops will be notified in advance via email of the sweep to prepare for payment
- Sweeps will be done 3 times during the season:
 - 25% balance due – 2/5/2019
 - 50% balance due – 2/19/2019
 - 100% final payment – 3/5/2019

Cash Policies

- All money collected, earned, or deposited must be used to meet the purpose of Girl Scouting in our Council.
- Funds are not to be credited to an individual girl within a Troop.
- Funds should not be commingled with any other personal or business accounts.
- Tax Exempt forms should only be used when paying for goods or services for Service Unit activities.

Cash Policies

- The Service Unit Treasurer must deposit all monies received within 10 days.
- Service Units may not conduct any money raising activities from the first day of cookie pick-up to the last day of council organized booth sales.
- If the Service Unit does not have a financial report on file with council or has a GSNETX employee acting as a Service Unit Manager, funds will be held in a custodial account.

Source of Funds

- GSNETX Cookie Program
- Family Partnership Campaign
- Girl Scout Service Unit events
- Cookie rebates and Family Partnership rebates are paid annually and are combined on one payment.

Source of Funds

To Receive Your SU Rebate

- Financials be completed and turned in by June 15.
- There is an appointed SU Manager or Treasurer.

Note: 2019 Rebates will be an ACH to your account.

- You won't have to go to the bank.
- You'll get it faster.
- It won't get lost in the mail.

Just for Fun!

Money Trivia

- Which generation has the lowest overall debt?
 - a) Millennials
 - b) Gen X

Spending Guidelines

- 75% : activities that provide direct benefit to girls
- 15% : operational expenses
- 10% : adult recognition

Allowable Expenses

- Postage or postcard
- Office supplies & printing
- Girl Scout Leader appreciation gifts or Lifetime Memberships for graduating seniors
- Reduction of SU event fees
- Service Unit equipment
- Annual meeting attendance for delegates
- Membership recruitment event

Money Earning Activities

- Acceptable projects are those in which the girls put something of themselves into the product or service.
 - Bake Sales/Garage Sales
 - Restaurant night where a share of the profits goes to the Service Unit.
 - Gift wrapping.
 - Babysitting

Money Earning Activities

Older girls can host/provide for a fee:

- Journey in a Day
- Badge Workshops

Only after reaching Family Partnership goals may

Service Units engage in additional money-earning activities.

Prohibited Money Earning Activities

- Raffles, bingo, scratch card, or game of chance
- Auctions (live & online)
- Selling of gift cards (scrip)
- Selling of coupon books or discount cards
- Direct selling of non Girl Scout products (ex. Avon, Pampered Chef, etc.)
- Soliciting non-local businesses
- Working as car hops
- If it takes a paying job from someone else
- Grants from corporations or foundations (except as noted previously)
- Use of external online fundraising sites not related to GSNETX Cookie Program

Just for Fun!

Money Trivia

- If you are worth your weight in gold, how much would the average American be worth?

\$3 million

Donations

- Service units can partner with local business & accept donations up to \$1000 to support activities or programs.
- Small program grants up to \$500 can be applied for by SU.
- Matching gifts for volunteer hours through the volunteer's employer.

Donations

- Any donations of \$250 or more, or donations of any amount requiring a tax receipt must:
 - Be made payable to GSNETX.
 - Be submitted directly to Fund Development with a notation of which Service Unit should be credited.
 - 100% of the donation (\$1,000 or less) will be sent back to the designated Service Unit.

Donations

- Pass-Through Donation Form. All donations received by GSNETX are processed as a Family Partnership contribution unless a Pass-Through Donation form is turned in before or with the donation.

This form can be accessed at www.gsnetx.org/forms

RESTRICTIONS:

- Contributions made through United Way
- Donations given on North/East Texas Giving Day
- Corporate Matching Gifts

Reporting

- Annual SU Financial reports should be submitted to council once a year using the Annual GS SU Financial report.
 - Troop Financial report is online at www.gsnetx.org-Troop Financial Reporting
 - Reports are due to council June 15th.
 - Remember this deadline affects the payments of rebates.
 - It is also recommended at least two times per year Troop Leaders and SU team members should be informed of the financial status of the Service Unit.

Just for Fun!

Money Trivia

- What state leads the nation in reported identity theft?

FLORIDA

40,000 complaints last year

Financial Assistance

- Will be considered to cover a portion of:
 - Girl Scout membership fees
 - GSNETX Council-Sponsored Events & Trainings
 - Uniform (insignia and sash/vest only)
 - Weekend Camping (Troop, SU, Council Hosted)
only at GSNETX properties
 - Resident Camp
 - Day/Twilight Camp
 - Destinations

Financial Assistance

Eligibility

- Must be a registered Girl Scout and actively participating (unless applying for membership dues)
- Cannot have an outstanding debt with Council
- Apply online at www.gsnetx.org/financialassistance

ALL REQUESTS ARE CONFIDENTIAL.

Questions?

- All SU materials discussed today are in the Volunteer Policies and Procedures and Volunteer Essentials. You can access these at GSNETX website: www.gsnetx.org
Volunteer/New Leader Resources/GSNETX Volunteer Orientation Resources
- If you should have any other questions regarding this material, please feel free to contact us.
- Nelda Myatt, Accounting Manager, nmyatt@gsnetx.org
- Valerie Caviness, Accounting Specialist, vcaviness@gsnetx.org
- Your SU Volunteer Coordinator on Council Staff is also a good resource.