



## AUTHORIZATION TO OPEN CHECKING ACCOUNT RECORD

*Use to open a Girl Scout Checking Account*

### TO OPEN AN ACCOUNT:

- Take this form and **Corporate Resolution** to bank
- Use **Council Federal Tax ID Number 46-0250744**
  - Do not use personal social security number to open account or print checks
  - You do not need to put your name and address on the checks
- Mail bank statements to designated registered adult member handling the account
  - Retain all bank statements for three (3) years

### ACCOUNT NAME SHALL BE:

Girl Scouts—Dakota Horizons                      **OR**                      Girl Scouts—Dakota Horizons  
 Group/Troop # \_\_\_\_\_ (5 digit #)                      Service Unit \_\_\_\_\_

### AUTHORIZED SIGNERS ON ACCOUNT: Must be 2 non-related approved registered adults and Council CFO.

1 <sup>st</sup> Signer's Name _____ (Please Print)	2 <sup>nd</sup> Signer Name _____ (Please Print)
Address _____ (Street, City, State, and Zip)	Address _____ (Street, City, State, and Zip)
(C) _____ (W) _____	(C) _____ (W) _____
E-mail Address _____ (Please Print)	E-mail Address _____ (Please Print)

### BANK INFORMATION:

Bank Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Bank Address \_\_\_\_\_  
 (Street, City, State, and Zip)  
 Checking Account Number \_\_\_\_\_ Date Opened \_\_\_\_\_

### NOTE: Failure to comply with the Troop Financial Policies will result in the following consequences:

1. A new background check will be run on signers of account
2. An internal audit will be completed on account
3. Termination process of volunteer may be initiated if appropriate

**I acknowledge that Girl Scouts—Dakota Horizons Council may access this account as necessary.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return completed form to address above immediately after opening an account.**



1101 S. Marion Road  
Sioux Falls SD 57106

**Girl Scouts—Dakota Horizons  
Corporate Resolution  
Regarding  
Financial Arrangements of Corporate Subunits**

WHEREAS, the Girl Scouts – Dakota Horizons Board of Directors is the Corporate head of the entire organization, and

WHEREAS, subunits of the organization may desire to keep finances in a designated institution, and

WHEREAS, the Board of Directors and the management staff maintain a fiduciary responsibility regarding all monies held for Girl Scout purposes, and

WHEREAS, the Corporate Board or management may have reason to require access to subunit accounts in order to fulfill that fiduciary responsibility or to administer Council policies;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Corporate Board of Directors authorizes the troop and region subunits to open accounts and hold monies in a designated institution in accordance with Council policy.
2. The current Corporate Board President, Treasurer, Chief Executive Officer, and Chief Financial Officer will maintain signing privilege regarding access to those accounts in the event of Council policy non-compliance or inactivity.
3. Each account must bear the name “Girl Scouts—Dakota Horizons, Troop # \_\_\_” OR “Girl Scouts—Dakota Horizons, \_\_\_\_\_ District”, and “Federal ID #46-0250744” and must comply with all Council finance policies.

BE IT FURTHER RESOLVED, that in addition to those opening subunit accounts, the following individuals will also be authorized to request account information, to sign any check, drafts, and orders, including orders or directions in informal or letter form, against any subunit funds at any time standing to the credit of Girl Scouts—Dakota Horizons with the institution and the institution is authorized to honor any and all checks, drafts, and orders to be signed by:

President

Council Treasurer

Chief Executive Officer  
Tami Haug-Davis

Chief Financial Officer  
Kim Hanson