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## **Troop Financial Policies**

The Board of Directors, by approval of this policy, allows bona fide units of the organization to hold funds in the name of Girl Scouts—Dakota Horizons (the Council).

When a troop, service unit, or community has funds that they wish to use for the purposes of Girl Scouting they should adhere to the following policy.

### **Account Information**

Troop, service unit, or community funds shall be deposited in a federally insured account with a reputable financial institution.

- The account shall be in the name of “Troop # \_\_\_\_\_, Girl Scouts—Dakota Horizons”, “Service Unit \_\_\_\_\_, Girl Scouts—Dakota Horizons”, etc.
- The troop or service unit adults shall obtain a Board Resolution (see attached) from the Council office allowing the use of the Council Federal tax identification number.
- Each account shall be opened with the Council Federal tax I.D. number on it. The Council Federal tax I.D. number is 46\*0250744. Note: **We are not exempt from sales tax. And,**
- Each account shall have three (3) authorized persons (two (2) registered Girl Scout adults from the troop; not of the same family, and the Council CFO. Two (2) registered Girl Scout adult members shall be signers on the account at all times.

### **TROOP FUNDS**

The troop leader shall keep a troop finance report up to date.

- The Annual Finance Report is due in its entirety by May 31, with a copy of the previous 12 months of bank statements attached. Troop leaders are to retain bank statements on these accounts for two years.
- This report shall include cash/in-kind donations received by the troop with the name of the donor and the amount received including all fundraising event earnings. No troop shall solicit cash/in-kind donations or raise funds without completing a Council Fundraising Request Form and receiving prior council approval. Troop fundraising projects shall not be undertaken during the Council Product Sales and delivery or during United Way/Community Chest Campaigns in the troop’s community.
- Unsolicited cash donations will remain with the troop and must be reported as such in the Annual Finance Report.
- Troop funds are the property of the Council. The troop may decide how its money is used for well-balanced program activities. However, troop funds may not be used for any non-Girl Scout purposes. Under no circumstances shall the money be divided among members of the troop for personal use nor may the leader use the funds for her/his personal use.

The troop is required to pay its bills in a responsible, timely manner. Troops may not under any circumstances issue NSF (not sufficient funds) checks.

The Board of Directors recognizes the need for individual troops to maintain nominal account balances to fund day-to-day activities for girls and adults.

- The maximum account balance eligible to remain in a troop account as of the May 31 financial report due date shall be \$400 or \$25.00 per girl, whichever is higher, unless an exception is approved by the Council.
- Day-to-day custodianship of these funds is delegated to the troop facilitator. The Council CFO shall oversee all troop accounts by completing an annual review of Troop Finance Reports.
- Fund balances exceeding this maximum amount as of May 31<sup>st</sup> of each year must be remitted to the Council along with the Annual Finance Report.
- The Council shall establish a temporary restricted account for excess troop funds. The funds may be accessed by the troops to fund approved Girl Scout activities.

A troop may possess money, property, and equipment, donated or purchased, but they must be held in the name of “Girl Scouts—Dakota Horizons.”

### **Handling of Disbanded Troop Funds**

If possible, before disbanding, the troop will decide with the currently registered girls what to do with the troop’s funds. Funds shall be used for troop activities, and according to council policy may not be refunded directly to girls.

Complete and turn in a final Troop Financial Report, showing how all monies have been used. If all money is not used for activities with the girls, the remaining troop funds shall be distributed within two weeks of disbanding as follows:

- **If no girls from the troop want to continue**, the funds will be transferred to the Council, and then to the service unit account. If there is **not a functioning service unit**, the money will be held as temporary restricted funds by council for a period of not more than one (1) year. After a period of one year all remaining monies will revert to the Council general operating fund.
- **If girls join other troops**, the money will be divided proportionately, and put into the troop accounts that the girls are joining.
- **If a girl becomes an Independent/Juliette Registered Girl Scout**, her portion of disbanded troop funds will be held by the council on behalf of that girl. Money for an individual Girl Scout will be held until she uses it or does not re-register. The money in a girl’s account can be used to help pay or defray the cost of membership fees, supplies, or attendance at any Girl Scouts—Dakota Horizons or Girl Scouts of the U.S.A. sponsored activity. If an individual Girl Scout re-registers with a troop, it is the girl’s or parent/guardian’s responsibility to notify the Council in writing to transfer any money in held in her name to her new troop leader. If a girl does not re-register all remaining monies shall go to the service unit account. If there is **not a functioning service unit**, the money will remain with the Council and be held as temporary restricted funds by council for a period of not more than one (1) year. After a period of one year all remaining monies will revert to the Council general operating funds.

If a troop disbands, all money, property and equipment must be returned to the Council within 30 days of disbanding.

Every year the Council will contact each bank where a troop account has been registered requesting that any account with our tax ID number that has not been active in the last year be closed and the funds sent to the Council to be transferred to the service unit account. If there is **not a functioning service unit**, the money will be forwarded to the Council and will be held as

temporary restricted funds for a period of no more than one (1) year. After one (1) year any of these funds not distributed shall revert to the Council general operating fund.

### **Service Unit Funds**

The Board of Directors recognizes the need for individual service units to maintain nominal account balances to fund day to day activities for girls and adults.

- The service unit treasurer must submit an Annual Finance Report to the Council CFO by May 31
- The maximum account balance eligible to remain in the service unit account as of the May 3 shall be \$400 or \$1.00 per girl, whichever is higher, unless an exception is approved by the Council.
- Day-to-day custodianship of these funds is delegated to the service unit treasurer. The Council CFO shall oversee these funds completing an annual review of service unit reports.
- Fund balances exceeding this maximum amount as of May 31<sup>st</sup> of each year must be remitted to the Council along with the Annual Finance Report.
- The council shall establish a temporary restricted account for excess service unit funds. The funds may be accessed by the service unit to fund approved Girl Scout activities.

Service Unit fundraising projects shall not be undertaken during Council product sales and delivery or during United Way/Community Chest Campaigns in the service unit's community. No service unit shall solicit cash/in-kind donations or raise funds without completing a Council Fundraising Request Form and receiving prior Council approval. Unsolicited cash donations will remain with the service unit and must be reported as such in the Annual Finance Report. Service unit funds are the property of the Council.

The service unit may decide how its money is used for well-balanced program activities. However, service unit funds may not be used for any non-Girl Scout purposes. Under no circumstances shall the money be divided among members of the service unit for personal use nor may the service unit treasurer use the funds for her/his personal use.

A service unit may possess money, property, and equipment, donated or purchased, but they must be held in the name of "Girl Scouts—Dakota Horizons."

If a service unit disbands, all money, property and equipment must be returned to the Council within 30 days of disbanding.

NOTE: The Council may request, at anytime, to review all troop/ service unit financial information.