



# **Service Unit Treasurer**

# Qualities of a Great Girl Scout Leader



## Honesty

You are a trusted representative of your service unit and of Girl Scouts. If you strive to make honest and ethical decisions, your team will too.



## Ability to Delegate

Where there is trust, there is strength! The ability to delegate tasks to appropriate team members is one of the greatest skills you can have.



## Communication

Be clear and be knowledgeable about what you want done or the information you wish to convey. If you can't explain it, they can't understand it.



## Sense of Humor

Always try to find the smiles inside the struggles! If you strive to find the "punny" and positive side of any situation, your teammates will too!



## Confidence

When setbacks occur, help assure everyone that everything is going to be OK. Be a source of encouragement and calm during life's little storms.



## Commitment

Lead by example. If you expect your team to work hard and give of their time and talents, always do your best to do the same.



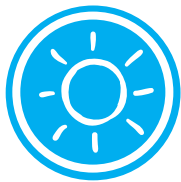
## Positive Attitude

Help keep your team focused on the goals ahead by keeping a smile on your face and in your voice. Positive energy produces positive results!



## Creativity

Problems don't always have clear solutions and sometimes the best ideas take a little time to find. Always try to think outside the box!



## Ability to Inspire

Motivation is key to achieving your goals. Keep everyone's spirits high by appreciating hard work and recognizing team members' strengths.



## Intuition

Use your best judgment. Trust your gut. When there is no roadmap telling you where to go or how to proceed, trust yourself and trust your team.



**The Service Unit Treasurer provides general oversight and management of all service unit finances and is a knowledgeable and encouraging source of guidance, support and reassurance to troops regarding all relevant financial matters.**

**Our Mission:  
Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.**



# Treasurer

## TABLE OF CONTENTS

Introduction.....	1
Budgets .....	1
Bank Accounts .....	2
Disbanded Troop/Service Unit.....	3
Girl Scouts Activity Insurance .....	4
Acceptance of Donations.....	4
National Membership Dues Assistance .....	4
Debt and Collections .....	5
Financial Reporting.....	5
Appendix: GSCCS Financial Forms .....	6

# SERVICE UNIT TREASURER POSITION DESCRIPTION

The basic job description for the Service Unit Treasurer is listed below. We would like for you to be the first line of contact for all of our troops across your service unit regarding all financial matters and other duties as noted.

- Keep up to date financial records for the service unit and complete the Annual Service Unit Financial Report by June 30th of each year
- Ensure that the service unit bank account is set up in accordance with GSCCS financial policies
- Provide up to date treasury reports at service unit meetings
- Facilitate budget planning based on service unit plan of work
- Pay all invoices and reimbursements for service unit activities and events
- Collect monthly bank statements and receipts for the service unit bank account
- Develop and execute plans for providing financial assistance in cases of need across service unit
- Provide guidance to troop leaders regarding troop finances and ensure bank accounts are properly set up and managed
- Assist troops with development of budget work plans
- Ensure proper closure of disbanded troop accounts and provide notification to council
- Assist troops in completing the Annual Financial Report
- Assist with other financially-related duties as assigned by the service unit manager or GSCCS staff

# Thank you

for agreeing to serve as a Service Unit Treasurer! Your volunteer role is vital to the stability of your service unit and ultimately the council. By following GSUSA and GSCCS policies, implementing and overseeing the standards and procedures governing finances is quick and easy!

Service units and troops earn money primarily through the council's two product programs - GoNuts and the Girl Scout Cookie Program. Both of these programs are designed to help girls develop and practice the five key skills. 100% of both of these sales stays right in our council and your community.



- GoNuts Sale is a Fall sale (October/November) designed to give “start up” funds to troops. Every year, registered Girl Scouts take orders from friends and family for delicious nuts, candies, and magazine subscriptions as part of the GoNuts Program. By participating in this program, troops get a head start on funding their activities for the year.
- The Girl Scout Cookie Program is held in February/March. Our council offers this program to increase opportunities for girls. Revenues generated from this program provide services for girls and develop quality training for adults.

In this guide you will find forms and guidelines to assist you in providing guidance regarding finances, budgets, bank accounts, and required reporting to the council. For questions, contact:

**Melody Mattos, Controller**  
(800) 490-8653 Ext: 131

## BUDGETS

Each level - Service Unit and Troop - should develop a budget that reflects their goals and plan of work.

### Troop Budget can include:

- Girl Scouts USA registration dues
- Troop Supplies
- Program Activities
- Camping/Camporees
- Trips/Events
- Service Project Expenses
- Donations
- Cookie/GoNuts Expenses
- Banking Fees

### Service Unit Budget can include:

- Family Events
- Court of Awards
- Camporee
- Recruitment Events
- Program Activities
- Financial Assistance in cases of need
- Service Unit Supplies
- Banking Fees
- Training

### Service Unit Budget Planning Guidelines

Service unit funds can be instrumental in helping a service unit experience membership growth and retention, offer exciting programming opportunities, and introduce Girl Scouting to the broader community. But this can only happen if the funds are properly tracked and used for the legitimate purposes of supporting leadership development and training of its adult volunteers, providing support to troops and girls in need, providing service to the community, and facilitating fun events and activities that engage girls, their families, and community members.

# BANK ACCOUNTS

Any Troop or Service Unit should deposit treasury funds into a bank account in an accredited financial institution. It is suggested that you contact your personal bank to see what they will offer in regard to “free” checking. A personal relationship with a banker sometimes can be beneficial to achieve this.

The account should be opened in the following manner:

**NAME**  
as listed  
on account

Girl Scouts Central California South  
Troop # \_\_\_\_\_ -or- Name of Association -or- Name of Service  
Unit Address of one of the signers on the account

1936

DATE

PAY TO THE ORDER OF

\$ [ ]

DOLLARS

FOR

000000186: 000000529 1.00

Security Features Details on back

**Contact Customer Care at [customer care@girlscoutscs.org](mailto:customer care@girlscoutscs.org) to request the Authorization to Open/Amend a Bank Account form**

All check signers should be registered members of Girl Scouts of the USA. Only one signature is required on each check, however two or more unrelated adults should be authorized to sign on the account. One person should be responsible for the check book or Debit Card. The other signer should be responsible for doing monthly reconciliation of the bank statement.

Once the account is opened, or if changes are made to an existing account, submit a copy of the bank letter containing the account and routing numbers to the Finance Department at [financials@girlscoutscs.org](mailto:financials@girlscoutscs.org). Debit cards may be used instead of checks. Remember purchases must be entered into a register for record keeping and keep receipts.

Statements should be sent to the volunteer’s home and not the council. The person who ordinarily signs the check or handles the Debit card should not be the person who also reconciles the bank statement. When making purchases, always get a receipt; keep copies of deposit tickets for financial reporting and bank reconciliation.

**DON'T** write checks out for “Cash” or to yourself, and endorse by you; this is a big “red flag” when the accounts are monitored.

**DON'T** allow parents to be late with payments for the product programs.

**DON'T** round up your check or write a check for more than the amount of the purchases. This is also a “red flag.”

**DON'T** use Service Unit funds for personal/troop expenses, and reimburse the SU after.

# DISBANDED TROOP

A disbanded troop is a troop that is no longer meeting or the troop has not registered for at least 3 months from the expiration date of the last registration. Funds and equipment of disbanded troops are the property of Girl Scouts of Central California South and will be returned to the keeping of the council. If reorganization of the troop does not take place within 12 months, the resources will be used by the council in the interest of Girl Scouting. A final **Financial Report** is to be filed with the council along with a **Disbanded Troop/Group Report Form** upon disbanding troop

## What does the Troop Leader need to do?

If the troop leadership of an existing troop decides not to continue or if the troop decides to stop meeting during the membership year, the leader is to:

- Notify your Service Unit Manager.
- As a troop/group, decide on how to use existing troop funds. Encourage this decision to be made by the girls. Please note: troop funds are for Girl Scout activities and are not to be retained by individuals as their property. Troops may decide to contribute a portion of their troop treasury to organizations or projects they consider worthwhile, to the service unit, to another troop, or for girl activities.
- Complete the **Disbanded Troop/Group Report Form**.
- Complete a **Financial Report**.
- Get a cashier's check for any remaining troop funds (which will close the account) or issue a troop check and close the account after the check has cleared. As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person.
- Turn everything (checkbook, bank statements, ATM cards, deposit slips, supplies/materials and the final **Financial Report**) into the Service Unit Treasurer.
- Delete troop Facebook pages or groups and take down related troop websites.

## What the Service Unit needs to do:

- Ensure the **Disbanded Troop/Group Report Form** has been completed.
- Ensure the **Financial Report** has been completed.
- Turn in the financial records and cashier's check or troop check to the council.
- Notify all appropriate Service Unit Team members of the troop disbanding.



## What the council will do:

- If the troop is reorganized within 12 months, the money will be returned to that troop.





# GIRL SCOUT ACTIVITY INSURANCE

Upon registration, every Girl Scout and adult member in the Girl Scout movement is automatically covered under the basic plan (Mutual of Omaha). The entire premium cost for this protection is borne by GSUSA. The basic plan is effective during the regular fiscal year (October to the following October). Up to 14 months of insurance coverage is provided for new members who register in the month of August. This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, after the individual's primary insurance pays out. This is one reason that all adults and girls should be registered members. Non-registered parents, tagalongs, (brothers, sisters, friends), and other persons are not covered by basic coverage. This insurance coverage is not intended to diminish the need for or replace family health insurance or to replace the benefits that may be available under a family medical plan. Rather, it is the plan's objective to provide you and the parents/guardians of each girl entrusted to your care the assurance that, should the

need arise; financial coverage is available to help pay the medical expenses of accidents that occur during normal, supervised Girl Scout activities. An optional plan of activity insurance is available for Girl Scouts taking extended trips and for non-members who participate in Girl Scout activities. These plans are secondary insurance that a council may offer to cover participants taking part in any council-approved, supervised Girl Scout activity. Optional insurance coverage is available for any Girl Scout activity that involves non-Girl Scouts or lasts longer than three days and two nights. GSCCS requires you to submit an **Additional Insurance Enrollment** form along with payment (minimum payment \$5) to the council office *three weeks prior* to event or travel.

**Accident/Incident Report** should be submitted to the council within 24 hours

# ACCEPTANCE OF DONATIONS

Troops/service units must obtain approval from the council prior to asking or accepting cash, in-kind or real property donations. This can be done by completing a **Monetary/In-Kind Solicitation Agreement** (see Appendix for form). All donations must be reported on the appropriate year-end financial report.

# NATIONAL MEMBERSHIP DUES ASSISTANCE

In some families, circumstances exist that prevent them from being able to pay Girl Scout National Membership Dues. In these cases membership dues assistance is available from Girl Scouts of Central California South to ensure that girls are able to participate regardless of their financial situation.

Membership dues assistance is available to girl/adult members of Girl Scouts Central California South for the first year of Girl Scouting. It is processed on a first come, first served basis and is limited to available funds. Parents can submit a Financial Aid Application to Customer Care at [customer care@girlscoutscs.org](mailto:customer care@girlscoutscs.org). Please allow up to two weeks for processing.

# DEBT AND COLLECTIONS

Girl Scouts of Central California South is firm in its efforts to collect any and all debts owed to the council. These debts may be caused by returned checks, money owed for product sales (troop and parents) or funds misappropriated by those adults who are responsible for troop/service unit/association funds. All efforts to collect will be taken, including but not limited to collection agency, garnishment, and prosecution. Fees for collection will be charged to those owing.

The council makes every effort to work with those who owe the council on an individual basis.

# FINANCIAL REPORTING

Each troop is required to submit an **Annual Financial Report** by June 30th of each year. These reports ensure that bank accounts have been set up properly with the correct information and two unrelated signatories, show expenditure patterns, show any existing debt and help alert the council to any misappropriation of funds or possible “red flags” requiring attention. Each troop/SU will receive information regarding the Annual Financial Report in April of each year.

### **The Service Unit Annual Financial Report should include:**

- Bank statements from June thru May of the previous year
- Copies of all receipts
- Detailed Cash Log and Summary

Troops are to submit their Annual Financial Report to the council at [financials@girlscoutscs.org](mailto:financials@girlscoutscs.org). The Service Unit Treasurer should work with all troops in the Service Unit to ensure completion of troop reports by the June 30th deadline.

All receipts, bank statements, reports from GoNuts, the Cookie Program and money earning activities should be kept together to allow for quick and easy completion of this report.

# NOTES

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**THANK YOU** for your continued dedication to  
Girl Scouts our mission and to Girl Scouts of Central California  
South We appreciate you





GSCCS Service Unit Team Member Playbook

# FINANCE COORDINATOR

## APPENDIX

# GSCCS Financial Forms



IN-KIND CONTRIBUTION

EVENT / PROGRAM / AREA

HEADQUARTERS
1377 W. Shaw Ave.
Fresno, CA 93711
Toll-Free (800) 490-8653
Fax (559) 291-5079

GIRL SCOUTS SERVICE CENTER
1831 Brundage Lane
Bakersfield, CA 93304
Toll-Free (800) 490-8653
Fax 800-283-0045

Date: Staff Contact:

DONOR INFORMATION:

Contact Name:

Business:

Address:

City: State: Zip:

Phone: Cell: Fax:

Email:

Donor Signature:

Estimated Fair Market Value:\$

Item and/or Description:

When girls succeed, so does society. Your donation helps to build girls of courage, confidence and character!

Thank you for supporting Girl Scouts of Central California South.!

Tax ID # 94-6000662

Please take a moment to complete this form for any donation of goods and/or services you provide to our organization. It will help us properly thank and acknowledge you for your gift(s). All donors receive a letter of acknowledgement for tax purposes. If you do not provide an estimated fair market value, your estimated value will not be mentioned in the acknowledgment letter.

No services or reimbursements have been received in exchange for this donation.

Guidelines:

- A gift-in-kind is a non-cash gift of physical goods or service. Examples of gift-in-kind include, but not limited to books, supplies, equipment, artwork and furniture.
All gifts-in-kind must be accompanied by verification of the value of the gift as determined by the donor (e.g. receipt, documentation, appraisals, etc.) In order to be tax deductible, the IRS requires gifts of \$5000 or more to be accompanied by a formal third-party appraisal and the IRS form 8283 completed by a registered appraiser and signed by a Council Development Executive. It is the responsibility of the donor to obtain the appraisal and IRS form.
Please note: Girl Scouts of Central California South is prohibited by IRS regulation from establishing monetary values for gifts of real or personal goods. Donations are tax deductible in keeping with IRS regulations.
For additional information, please call 800-490-8653 x115.



# Monetary/In-kind Solicitation Policy Agreement

**Headquarters**  
1377 W. Shaw Ave.  
Fresno, CA 93711  
Toll-Free (800) 490-8653  
Fax (559) 291-5078

**Girl Scouts Service Center**  
1831 Brundage Lane  
Bakersfield, CA 93304  
Toll-Free (800) 490-8653  
Fax (800) 283- 0045

## MONETARY/IN-KIND SOLICITATION POLICY AGREEMENT

All requests for cash/in-kind donations or sponsorships must be submitted to Isabel Aguilera at [iaguilera@girlscoutscs.org](mailto:iaguilera@girlscoutscs.org) and approved by the Director of Development and Communications prior to solicitation. Please allow 7-10 business days for processing. Your request must include the following for solicitation: Business name, address, contact person, phone number, and amount being solicited, and the purpose for donation. The information on the troop requesting the funds should include: service unit, troop number, contact name, address, and phone number. Council will mail out the request on Council letterhead.

Due to the changes in tax laws and regulations compliance is mandatory. Failure to do so may jeopardize the 501(c) (3) non-profit status for Girl Scouts of Central California South. Random audits of troop/service unit accounts will be conducted for verification of compliance. If you are found in noncompliance, it may include removal from your position and possible legal action.

**All checks must be made out to the Girl Scouts of Central CA South and need to reference troop/service unit number.**

### BUSINESS/COMMUNITY PARTNER INFORMATION

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Amount Solicitation/ In-kind Solicitation: \_\_\_\_\_

Purpose for Donation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SERVICE UNIT/TROOP INFORMATION

Service Unit: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

\_\_\_\_\_  
*Representative of Troop*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*