



TROOP BANKING GUIDE

A step-by-step guide to help volunteers understanding the troop banking process.



Getting Started

Start by having your girls make a plan for their money. Guide a strong discussion on goals and develop a budget. The girls will have a great time practicing their financial literacy skills! Once the troop has a financial goal they want to reach, follow these next steps to get your troop bank account up and running:

Step 1

- Email Troop Support at troopsupport@girlscoutssoaz.org with "Bank Letter Authorization" in the subject line.
- Provide us with the names, addresses, and phone numbers of the two registered, unrelated background checked adult volunteers who will be on the account.

Step 2

- Once you receive your signed bank letter via email from your member support team, proceed to your nearest *Wells Fargo with your co-signer and present the letter and your photo ID to the bank teller to open up your account.

Step 3

- Track your troop's finances, and update your troop AND their families regularly. Complete the Troop Finance Report in the VTK at the end of the year!

*Wells Fargo will run a credit check on anyone requesting to be a signer on the account

Banking Procedures

- Share monthly statements with your Girl Scouts AND their families. Share a printed copy each month or email an electronic copy. Communicating with families is essential to transparency and trust.
- All receipts must be kept with your financial records. Please keep all receipts for two years. For cash withdrawal receipts, please write what the cash was used for on top (i.e. "change for cookie booth," etc.)
- Please note that Girl Scouts of Southern Arizona owns the rights to the account and at any time can audit, make changes and close the account if deemed appropriate.

Bank Fee Request for Reimbursement

Throughout the Girl Scout year, your troop bank account may encounter fees. You may submit a request to GSSOAZ for reimbursement for the fees as outlined below: on a monthly, bimonthly, or annual basis.

Wells Fargo Fee Structure



Monthly Service Fee

\$10 Monthly service fee when account has less than \$500 each fee period.

Account Transaction Fee

\$0.50 per transaction for accounts with more than 50 transactions per month.

(Combination of deposits, paid items and deposited items, including paper and electronic.

Does not include purchases on debit card, ATM card or merchant services).

Cash Deposit Fee

\$0.30 per \$100 deposited over \$3,000 per month.

How does my troop get reimbursed?



Complete Bank Fee Request Form

Complete the Bank Fee Request for Reimbursement Form at the back of this packet



Submit to GSSOAZ

Send completed "Bank Fee Reimbursement Form" & Bank Statements to:

kwakefield-heim@girlscoutsssoaz.org
Once received, a request to the Accounting Department will be made.



Refund Issued

A refund, in the form of a check will be issued and mailed to the authorized signer on the account in approximately two weeks.



Changing Bank Signers

- At some point in the troop's lifetime, you may need to change bank account signers -- there may be a change in volunteer roles, a volunteer relocates, etc. If this occurs, please notify Troop Support and they will provide you with a letter authorizing the addition and/or removal of signers.
- Signers who will be added/removed must go to the bank with the provided authorization letter. All signers involved with this change must attend the bank together with photo ID, per Wells Fargo policy.
- Remember, GSSoAZ requires a minimum of two unrelated approved adults to be signers on the bank account. This means the signers have a membership and approved background check.

Bank Account Audits

During your appointment as Troop Treasurer, there may come a time when your troop bank account is randomly audited by GSSoAZ. This is a routine process done throughout the year in order to ensure that standard financial practices are being adhered to. We want to assure that girls' funds are being used for their troop activities and that they are safely protected.

Upon notification that your troop bank account is being audited, you will be asked to provide the following information to council:

A copy of all bank statements for your troop account during a specified time frame

- (i.e. Month 20XX to Present)
- A copy of all receipts for troop expenses and deposits
- An explanation for any expenses that do not have supporting documentation (receipts) related to the troop account
- A list of the events where troop funds were used

Troop Treasurers will have two weeks from the date requested to gather and turn in supporting documentation. (Helpful hint- clean and organized records make for a fast and easy audit! The [Volunteer Toolkit's Finance Tab](#) is a great place to keep track.)

Volunteer Toolkit

Did you know there is a great tool to help manage troop finances!? The Finance tab of the Volunteer Toolkit is a great resource to keep track of your troop's finances throughout the year. You can list account signers, categorize spending, and get a jump start on completing your required end-of-year paperwork. The Annual Troop Finance Report is due annually on June 30th.



Request for Reimbursement

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM

This form is to be used for the reimbursement of:

- “service charge” fees incurred when account balance is below \$500 throughout the monthly cycle
- “cash deposit” fees
- “excessive deposit” fees

You may submit a request for reimbursement every month, every other month, or on an annual basis. Attach copies of each month’s bank statement showing fees charged. **Requests without bank statements will not be processed by the Finance Department.**

Please submit completed requests and statements to Kristin Wakefield Heim at kwakefield@girlscoutsssoaz.org

Troop Information

Authorized signer on account		Troop #	Role
Address	City	State	ZIP

Service Fees Applied (CHECK ALL THAT APPLY)

JAN
 FEB
 MAR
 APR
 MAY
 JUN
 JUL
 AUG
 SEPT
 OCT
 NOV
 DEC

Total # of Months x \$10.00 = Total monthly reimbursement

Cash Deposit Fees Applied

FEE #1 <input type="text"/>	FEE #2 <input type="text"/>	FEE #3 <input type="text"/>	= <input type="text"/> Total reimbursement
DATE:	DATE:	DATE:	

Excessive Deposit Fees Applied

FEE #1 <input type="text"/>	FEE #2 <input type="text"/>	FEE #3 <input type="text"/>	= <input type="text"/> Total reimbursement
DATE:	DATE:	DATE:	

X

AUTHORIZED SIGNER SIGNATURE

DATE

X

GIRL SCOUT COUNCIL STAFF SIGNATURE

10 9410 300 2000 9999 1903

DATE