

# Finance Training Summary for Volunteers



## Core Principles

### Troop proceeds are troop proceeds.

Cookie earnings and all troop funds belong to the entire troop, not individual Girl Scouts or families.

### When we follow the rules, everything works better.

The system is designed to protect you, Girl Scouts, and the integrity of the Girl Scout experience.

### Money isn't a secret.

Troop finances are open to girls, families, and co-leaders. Share balances and spending decisions regularly—transparency prevents problems later.

### Money isn't for personal use.

Troop funds are never to be borrowed, used for family expenses, or held for personal gain. Even a "I'll pay it back later" counts as misuse.



## Bank Account Basics

- Each troop must maintain a council-approved bank account (Wells Fargo, National Bank, or Wafd).
- Two unrelated, registered, background-checked adults must be signers.
- Accounts are titled "Girl Scout Troop ####."
- No personal accounts. No commingling funds EVER.
- Bank statements should go to the lead signer's home for oversight.

## Girl-Led Financial Learning

- Girl Scouts should know how much money is in the troop account as it builds trust and teaches real skills.
- As they grow, Girl Scouts should take on roles like Troop Treasurer, logging receipts and sharing updates at meetings.
- Involve Girl Scouts in budgeting and planning for trips, badges, and service projects.

## Smart Money Practices

### Deposit first, spend later.

Never spend cash before it's in the bank.

### No "cash" checks.

Always write checks to a specific person or vendor.

### Reimbursements require receipts.

No exceptions.

### Never write a check to yourself.

Another signer must handle your reimbursements.

### Keep records for 7 years.

Statements, receipts, reports, and deposit slips.

### Reconcile monthly.

Balance your account against bank statements.



## Financial Accountability

### Use the Troop Financial Record throughout the year.

It makes the annual Troop Finance Report (due June 15) easy.

### Review income and expenses monthly.

### Receipts are your lifeline:

*If you spend it, print it.  
If you accept it, write it.  
If you deposit it, keep it.*

### Report finances to Girl Scouts and families regularly.

Finances are not a secret.



## What Not To Do



Do not borrow troop funds.

Do not mix personal and troop money.

Do not withdraw cash except for approved uses (cookie booth bank, council-approved travel).

Do not divide leftover funds among families when disbanding—funds must support Girl Scout purposes.

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## When Troops Disband

Complete the Disbanding Troop Form and submit to Troop Support.

### Remaining funds:

- Use for one final troop experience  
**OR**
- Distribute evenly to other active Girl Scouts' new troops.

**Funds never go directly to Girl Scouts or families.**

Equipment purchased with troop funds belongs to Council or must be evenly divided.

**The bank account\* must be closed.**

Cashier's check made out to GSSOAZ for the remaining balance.

\*Applies to Wells Fargo and National Bank.

## You're Not Alone!

- Ask for help early!
  - Troop Support, Finance, and Membership teams are here for you.
- Share tasks!
- Financial management is not a “one-person” job.
- Transparency and teamwork build trust and confidence!

## Remember:

- ♥ Money management is leadership in action.
- ♥ Girl Scouts learn by watching you do it right.
- ♥ Follow the rules — and everything works better.