



## Troop Money Manager Volunteer Appointment Letter

This form is to be completed annually with the Troop Leader(s) or Service Unit Money Manager and retained by the Troop Leader(s) or Service Unit Money Manager.

Having successfully met the position qualifications, \_\_\_\_\_ is appointed to the position of Troop Money Manager for the period of \_\_\_\_\_ to \_\_\_\_\_. The volunteer agrees to fulfill the role, duties, and responsibilities of the position with accountability to the Troop Leader(s), Service Unit Money Manager(s), Membership Specialist, and Area Manager.

**ROLE:** Oversee the use of troop funds, provide regular reports on the financial activities of the troop, and consult with the troop on money-related issues.

### DUTIES AND RESPONSIBILITIES

### ON-TARGET

Establish a troop bank account in coordination with the Service Unit Money Manager. Serve as a signatory on the troop bank account along with the Service Unit Money Manager and troop leader(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Promptly deposit all funds into the troop bank account upon receipt.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure that the troop debit card is used whenever possible to prevent the need for reimbursement. Inform volunteers and parents that a receipt is required for reimbursement. Reimburse appropriate troop expenses within two weeks of receiving an appropriate receipt.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reconcile bank statements with the troop checkbook and debit card. Follow-up on any discrepancies.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide written documentation of checking account activity and balances to the parents at least once every three months and when requested by parents and/or troop volunteers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide monthly bank statements and receipts for all transactions to the Service Unit Money Manager for review as requested.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work with the Troop Leader(s) to complete the required ACH Electronic Debit/Credit Authorization Form and submit to the Service Unit Money Manager upon request.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the Troop Money Earning Event Approval Form and submit it to the Service Unit Money Manager or the Service Unit Manager to obtain approval for the troop to hold any non-Council sponsored money earning events.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure that all donations to the troop for amounts greater than \$100 are processed through the Girl Scouts Nation's Capital Development Department so that the donor receives a tax receipt.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintain copies of all financial documents for three years.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensure that funds are being used on appropriate troop expenses as stated in <i>Volunteer Essentials</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
Involve the girls in financial decisions and activities whenever possible. Refer to <i>Volunteer Essentials</i> for examples of the financial abilities of girls at each program level.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Help resolve troop money issues including troop debt and bounced checks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide support and guidance to the troop in all areas of troop money management. Serve as a liaison between the troop and the Service Unit if any financial issues occur.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Oversee the disbursement of funds for girls that are bridging or transferring to new troops according to the guidelines in <i>Volunteer Essentials</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work with the Service Unit Money Manager to coordinate the closing of the troop bank account and disbursement of troop funds if the troop disbands.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**QUALIFICATIONS****ON-TARGET**

Register as an adult member of Girl Scouts of the USA.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the Volunteer Position Application process.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accept and adhere to the purpose and principles of Girl Scouting.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Be willing and able to work in a positive manner with diverse groups with varying lifestyles and cultures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recognize, understand, accept, interpret, and support all Council goals, policies, guidelines, and objectives, including the Human Relations Policy Statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete troop money manager training.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does not have any outstanding debts with any Girl Scouts Nation's Capital entity (e.g. - service units, troops, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrate planning, organizational and money management skills.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**METHOD OF SELECTION:** Selected and appointed by the Troop Leader(s) or the Service Unit Money Manager(s).

**ACCOUNTABILITY:** Accountable to the Troop Leader(s), Service Unit Money Manager(s), Membership Specialist, and Area Manager.

**TERM OF POSITION:** Appointed annually.

I, \_\_\_\_\_, Troop Money Manager, agree to fulfill the duties and responsibilities as listed above and have met or will meet all qualifications as listed. I understand that failure to fulfill these responsibilities and/or qualifications could result in my not being re-appointed and/or dismissal from this position.

_____	_____	_____	_____	_____
Signature	Date	Years In Position	Date of Review	Initials
_____	_____	_____		
Signature of Troop Leader	Date of Review	Initials		

Use additional paper to expand on the duties and responsibilities of this position.