



## Troop Money Management Compliance Statement

*Effective February 1, 2013*

Procedures for Troops and Service Units on the subject of troop and service unit money management requirements:

- Troop Leaders or Troop Money Managers should be submitting bank statements, with receipts, at a minimum two times a year. However, at the discretion of the Service Unit Manager or Service Unit Money Manager, bank statements could be submitted more frequently. Below are three models the Service Unit could use:
  - For most troops the Girl Scout Troop year is September – May; therefore we are recommending that bank statements for the months September, October and November be submitted by December 20<sup>th</sup>; for the months of December, January and February be submitted by March 20<sup>th</sup>; for the months of March, April and May be submitted by June 30<sup>th</sup> along with the troop year-end report.
  - For troops who have activities over the summer, we are recommending that bank statements be submitted quarterly with summer statements submitted by September 20<sup>th</sup>.
  - For Service Units who require bank statements to be submitted twice a year, we are recommending they be submitted in January and June or December and May, depending on the Service Unit's timetable.
- Troop Leaders and Money Managers need to be aware that Service Unit Managers or Service Unit Money Managers will be reviewing and may request additional documentation for selected bank transactions.
- If inconsistencies are identified with the use of troop funds the Service Unit Manager or Service Unit Money Manager will report them up to their Membership Specialist. An inconsistency would be that the purchases don't align with Girl Scout activities or programming.

- If it is determined that there is a possible misuse of troop funds the issue will be moved to the Council Debt Collections process for follow-up and resolution.
- The use of troop funds and the bank statement transactions should be consistent with planned fee based troop activities that are reported to Service Unit Managers and Membership Specialist.
- Any volunteer with outstanding debt will not be reappointed to their position.
- As per the appointment letter, all volunteers must be in compliance with GSCNC procedures or they will be removed from their position.

Kavin Owens  
Chief Financial Officer  
February 1, 2013