

Troop Bank Accounts

GSEOK 304

All GSEOK troops must have a bank account. Please follow the steps below to set up your troop bank account.

- 1. Connect with your service unit manager (SUM), or service unit financial consultant (SUFC) to set up your troop bank account.** They will advise you which banks in your area are approved and support troops in Girl Scouts of Eastern Oklahoma.
- 2. Complete the New Account and Account Maintenance Form:**
 - The troop leader or troop treasurer's name and home address should be used so that the bank statement will be mailed to the troop volunteer.
 - List all authorized signers on the account. Two troop level signers are required along with the SUM or SUFC.
 - Email the form to **accounting@gseok.org** or bring it to the Tulsa Girl Scout office.
 - The form will be emailed back to the leader and the SUM or SUFC so that you can then go to the bank and open the account. The form will then include the council Tax ID so that the tax liability for the account is tied to Girl Scouts and not the troop volunteers.
- 3. Opening the Bank Account:**
 - SUM or SUFC will contact the bank to see if you need to go together.
 - Complete the NorthStar Technologies Authorization Form (pg. 4) and submit it to the bank with your troop account information so that any NSF checks deposited in your account can be forwarded directly to the contracted collection agency.
 - Get temporary checks or a statement from the bank on their letterhead providing your troop account information. This is necessary to be submitted with the ACH Electronic Authorization Form (pg. 4)
- 4. Submit the completed ACH Electronic Authorization Form (pg. 3) along with your troop temporary check or bank letter to accounting@gseok.org or bring it to the Tulsa Girl Scout office.**
- 5. Be sure to review the Rules for Troop Finances on pg. 5 and visit gseok.org/troopfinances for more information.**

New Account and Account Maintenance



GSEOK 304

Fill out this form to get authorization to open a new bank account or to update information concerning your Troop account. *Adult signers must be registered Girl Scouts with a current background check.* Email the form to accounting@gseok.org or bring it to the Tulsa Girl Scout office.

Girl Scouts of Eastern Oklahoma Inc.
TIN

Online banking is NOT ALLOWED.

Troop# _____ Phone _____ Email _____

Name for Bank Statement "GSEOK Troop # _____"

Volunteer Address on Statement _____

The Girl Scout troop listed above is authorized to open a nonprofit checking account.

Signed by GSEOK CFO, Jessica Phillips

Date

New Account Change Signers

Authorized Signers

Debit Card Approved

Membership Verified
(Staff)

Adding to/Remaining on Account

- | | | | |
|----------|----------|--------------------------|-------|
| 1. _____ | (Leader) | <input type="checkbox"/> | _____ |
| 2. _____ | (SUM) | <input type="checkbox"/> | _____ |
| 3. _____ | | <input type="checkbox"/> | _____ |
| 4. _____ | | <input type="checkbox"/> | _____ |

If doing Troop Maintenance, please also fill in information below:

Bank

Account #

Branch

Authorized Signers

Removing from Account

1. _____
2. _____
3. _____

ACH Electronic Authorization

GSEOK 304

This form authorizes Girl Scouts of Eastern Oklahoma (GSEOK) to process electronic troop payments to and from council. A new form with a voided check or letter from the bank must be submitted to accounting@gseok.org whenever any account information changes.

Troop #: _____ Service Unit: _____

The Troop acknowledges and agrees to the following:

- This ACH form must be received by the council prior to the Fall Product Program/Cookie Program. Troop understands that they may not receive products until this ACH Authorization is received by the council.
- GSEOK will debit (or credit) the troop bank account listed below, in accordance with outlined procedures and any other information provided at sale time.
- The amount debited (or credited) will be reflected in the online sales system.
- Troop is responsible for depositing sufficient funds to cover these debits and will be responsible for any resulting nonsufficient fund (NSF) charges due to troop mishandling.
- Troop must submit request by dates indicated in sales materials if payment amount needs to be reduced due to insufficient funds. **Unpaid Funds form (305 or 306)** must be submitted for each family owing money to back up the amount reduced at end of sale, and amounts must be reflected in the girl payment record in the online sales system.
- Troop expressly authorizes GSEOK to repeat any debit that fails for any reason.
- Troop agrees to work closely with GSEOK to pay all amounts due to council in any manner agreed to by both parties.

This authorization must be signed by an **authorized check signer** for the troop.

Signature: _____ Date: _____

Printed Name: _____ Position: _____

Phone: _____ Email: _____

Staple VOIDED Troop check here.
(not deposit slip)

NorthStar Technologies

Returned Check Authorization



GSEOK 304

Girl Scout Troops: Complete and sign this form and take it to your bank with the New Account/Account Maintenance Form (pg. 2) when opening your account.

This is our authorization to forward all returned checks after FIRST deposit.

Send these checks, with a copy of the debit memo charging our account to the address listed below. Continue to send copies of all debit memos as they occur. This authorization will remain in effect until you receive written notification of termination.

AUTHORIZATION FOR BANK TO FORWARD RETURNED CHECKS TO:

NorthStar Technologies

Address where checks are mailed to:

NorthStar Technologies, LLC

RETURN ITEMS

P.O. Box 3280

Broken Arrow, OK 74013

Girl Scouts of Eastern Oklahoma Troop Number _____

Name of Bank _____

Bank Account Number _____

Authorized Signature of GSEOK Troop

Effective Date

Rules for Troop Finances

GSEOK 304

Troop activities are powered by proceeds earned through council-sponsored Product Program activities, group money-earning activities (council-approved, of course), and any dues your troop may charge.

Tracking Troop Finances

Retain all receipts and bank statements. It is required that troop finances be reported to the council in December and in May using the Troop Financial Record Report, **Form 300**.

Troop Goals and Financial Plans

The troop members should set goals and vote on ways to use their funds. Troops are discouraged from carrying over any sizeable sum of money from May to the following August unless they are designating those funds for a very specific purpose such as summer field trips, or a special trip in the future that requires extra funds. A leader should always make sure that sufficient funds are available to begin troop activities when school starts.

Note: If your troop account is not capable of funding large-scale activities, ask parents of your troop members to donate or lend supplies to the troop. Once something becomes the property of the troop, it is now a “Girl Scout item” and should be kept with the troop supplies.

Troop funds should not be tracked by each individual member. Once funds are deposited into the troop checking account, they belong to the troop as a whole. Troops may not track funds of individual Girl Scouts based upon their participation in product sale programs, etc.

Troop Income

- Troops may ask members to pay dues and encourage Girl Scouts to have the responsibility to bring dues to every troop meeting.
- The council provides two money-earning opportunities (Product Sale Programs) for troops each membership year.

▶ **Fall Product Sales:** Net proceeds for troops are available late November.

▶ **Cookie Sales:** Net proceeds are available late March or April.

- Girl Scout troops planning bigger activities may plan a troop money earning project that must be approved in advance using **Form 301**.
- Girl Scouts may not solicit directly for cash. Donations received during Product Sale Programs must be applied to the associated donation programs. Donations requests from corporations and other organizations must receive prior approval from the GSEOK Fund Development department.

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Guidelines for Spending Troop Funds

The members of the troop should be consulted before spending money. If in doubt about a possible expenditure, ask your SUM or SUFC for guidance.

Common Troop Expenses:

- Badges, patches and earned awards
- Camping fees
- Food for troop activities
- Gas/tolls used to travel as a troop to activities
- Service project materials
- Supplies for troop meetings

Optional expenses that should be voted on as a troop:

- Memberships for the next year
- Membership fees of the leader and lead volunteers
- Program books
- Small gifts for troop helpers (decide on the amount to be spent)
- Supplies to support a Bronze, Silver or Gold Award project that may not include all members of the troop
- Training fees for Volunteers

Do NOT use troop funds for these items:

- Gift cards to troop members
- Personal expenses for the troop leader
- Individual Girl Scout activity fees (such as Summer Camp)

For more information, check out the Troop Finances section of Volunteer Essentials.

► gseok.org/troopfinances