

Dear Girl Scout Volunteers:

Part of managing the finances of a Girl Scout troop, service unit, or other local area (referred to as subordinate units) involves setting up a bank account. In order to help make this process as easy as possible, we've created a letter you may take directly to the bank of your choice. This letter explains just how the account should be set up. We have also created a Board Resolution letter that you can give to the bank when opening an account.

The account will be set up using the council's tax identification number. The account is to be titled so "Girl Scouts Spirit of Nebraska" is the first line and the name of your specific subordinate unit is the second. The address and telephone number should be yours so the bank statements get sent to you, not the council.

On your subordinate unit bank accounts, Girl Scouts Spirit of Nebraska requires at least two registered adult Girl Scout volunteers to be listed as authorized signers (you may have more if need be). These signers should not be living in the same household. The third signer will be a representative from Spirit of Nebraska and will be the Membership Specialist serving your area. The purpose of having a representative from the council as an authorized signer on your account is so the bank can release information to the council, including allowing updating of authorized signers if the other volunteers on the account are no longer involved with Girl Scouts. Even though there will be multiple authorized signers on your bank account, Spirit of Nebraska requires only one signature on subordinate unit bank account checks or money withdrawals.

At any time, if any of the authorized signers on your bank account are no longer involved with the subordinate unit, please update your signature cards. It's important that cards are kept up-to-date.

You may have a debit card associated with your subordinate unit bank account if you wish. Just as with any check purchase, you should get a receipt and record the debit card transaction in your check register. However, subordinate units may not use credit cards or acquire debt (take out a loan).

All subordinate unit bank accounts must file annual troop treasury reports to be submitted in June of each year. The troop treasury form must include a copy of the most recent bank statement, and a summary report of activity. The troop treasury reports should be sent to the Membership Specialist serving your area. The Membership Specialist will then turn them in to the finance department at Spirit of Nebraska. The finance department may randomly select troop treasuries to be recomputed or audited. **Girls cannot participate in upcoming product sales until troop treasury reports are turned in.** So don't delay in getting them in! Troop Treasury Report forms may be obtained from our website at [girlscoutsnebraska.org](http://girlscoutsnebraska.org) or your Membership Specialist.

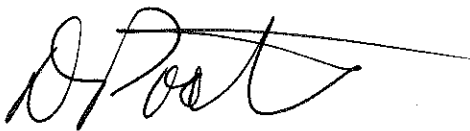
It's critical that you establish an effective bookkeeping system to keep track of your subordinate unit's activity. Make sure you get receipts. Record all activity in your check register. Establish a filing system so filing out your troop treasury report is easier. Reconcile your bank statements as soon as they come. If one of the authorized signers on the bank account is typically the one writing most of the checks and making most of the deposits, then another authorized signer should be the one to reconcile the bank account so you maintain a system of checks and balances with the account.

If your subordinate unit decides to switch banks or change bank accounts, please prepare a final Troop Treasury Report for that bank account and submit it to your Membership Specialist. Follow all bank account closing procedures established at your bank and attach proof that the account has been closed (the bank can give you something) to the final Troop Treasury Report for that account. Open your new account, making sure at least two registered volunteers and the Membership Specialist from your area are authorized signers.

If your subordinate unit is disbanding, you have a few options. If a majority of the girls are moving into one new troop, you may transfer any remaining funds in the bank account to that subordinate unit. If a majority of the girls are not moving on, you may consider how to best spend the funds (paying for appropriate Girl Scout activities/events, lifetime memberships for the girls, donation to a worthy cause, etc.). If funds remain in the account upon disbanding, a final check should be issued to Spirit of Nebraska for the remaining funds to close the account. Spirit of Nebraska will use the funds for financial assistance purposes. A final Troop Treasury Report, along with proof the account has been closed, must be provided to Spirit of Nebraska in any instance.

We greatly appreciate all you do as Girl Scout volunteers and applaud you for overseeing your subordinate unit's funds. If you have any questions or need any help, please contact the finance department or your Membership Specialist.

Yours in Girl Scouting,



Diane Poots  
Statewide Membership and Volunteerism Director