

Troop Money Manager Volunteer Appointment Form

_____ is appointed to the position of Troop Money Manager

for Troop _____ for the period of _____ to _____.

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.

METHOD OF SELECTION: Selected and appointed by the Troop Leader

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

TERM OF POSITION: Appointed annually (usually October 1st – September 30th)

| DUTIES AND RESPONSIBILITIES | |
|-----------------------------|--|
| | With Service Unit Money Manager (SUMM), establish and serve as a signatory on troop bank account. |
| | Promptly deposit all funds into the troop bank account upon receipt. |
| | Ensure that the troop debit card is used whenever possible to prevent the need for reimbursement. Ensure receipts are provided for all reimbursements. Reimburse appropriate troop expenses within two weeks. |
| | Reconcile bank statements with the troop checkbook and debit card. Follow-up on any discrepancies. |
| | Provide written documentation of checking account activity and balances to the parents at least once every three months and when requested by parents, troop/service unit volunteers or Council staff. |
| | Provide monthly bank statements and receipts for all transactions as requested by the SUMM. |
| | Work with the Troop Leader(s) to complete and submit the required ACH Electronic Debit/Credit Authorization Form. |
| | Complete the Troop Money Earning Event Approval Form and submit it to the SUMM or the Service Unit Manager to obtain approval for the troop to hold any non-Council sponsored money earning events. |
| | Ensure that all donations to the troop for amounts greater than \$250 are processed through the Girl Scouts Nation's Capital Development Department so that the donor receives a tax receipt. |
| | Maintain copies of all financial documents in accordance with <i>Volunteer Essentials</i> . |
| | Ensure that funds are being used on appropriate troop expenses as stated in <i>Volunteer Essentials</i> . |
| | Involve the girls in all financial decisions. |
| | Provide support and guidance to the troop in all areas of troop money management. Resolve troop money issues including troop debt and bounced checks. Serve as a liaison between the troop and the Service Unit if any financial issues occur. |
| | Disburse funds for girls that are bridging or transferring to new troops following the guidelines in <i>Volunteer Essentials</i> . |
| | Coordinate the closing of the troop bank account with SUMM and disbursement of troop funds if the troop disbands. |

| QUALIFICATIONS | |
|----------------|---|
| | Register as an adult member of Girl Scouts of the USA. |
| | Complete background screening. |
| | Accept and adhere to the purpose and principles of Girl Scouting. |
| | Be familiar with current GSCNC and GSUSA programs. |
| | Be willing and able to work in a positive manner with diverse groups with varying lifestyles and cultures. |
| | Recognize, understand, accept, interpret, and support all Council goals, policies, guidelines and objectives, including the Human Relations Policy Statement. |
| | Complete required training. (Annual Troop Money Manager) |
| | No outstanding debt with any GSCNC entity (e.g. – troops, service unit, etc.) |
| | Demonstrate planning, organizational and communication skills. |

I agree to fulfill the duties and responsibilities as listed above and have met or will meet all the qualifications as listed. I understand that failure to fulfill these responsibilities or qualifications could result in my dismissal from this position.

Signature
Date
Years in Position
Signature of Troop Leader
Date