

**VOLUNTEER APPOINTMENT LETTER
TROOP 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 while working in conjunction with the Troop Leader and with accountability to the service unit money manager and field director.

ROLE: Accurately manage the financial activities of the troop, including writing checks for events and purchasing needed supplies, support for fundraising activities, reimbursement of troop expenses, and maintenance and reconciliation of the troop bank account.
 Regularly report to the troop parents on account status and balance.
 Provide consultation to troop Leaders on appropriate troop expenses.
 Track troop bank account activities.

DUTIES AND RESPONSIBILITIES:		On-Target	
		Yes	No
	Accurately account for funds raised in the name of the troop and regularly report checking account activity and balances to the leaders and parents of the troop.		
	Reconcile bank statements with the checkbook and debit card and follow up with bank with questions and/or errors.		
	Provide monthly bank statements with receipts for all transactions attached to SU Money Manager at monthly SU meetings or quarterly.		
	Provide support for sound troop money management to the troop leaders:		
	<ul style="list-style-type: none"> • Provide consultation on appropriate troop expenses. 		
	<ul style="list-style-type: none"> • Reimburse appropriate troop expenses with receipts only and ensure that all troop reimbursements are handled within guidelines given. 		
	<ul style="list-style-type: none"> • Deposit money in the troop account and write checks for troop expenses. 		
	<ul style="list-style-type: none"> • Help to resolve troop money related issues, including troop debt and bounced checks. 		
	<ul style="list-style-type: none"> • Serve as liaison between the SU and the troop if financial issues occur. 		
	Establish the troop account:		
	<ul style="list-style-type: none"> • Use Federal Tax ID# for free banking. 		
	<ul style="list-style-type: none"> • Request authorization letter from council if necessary. 		
	<ul style="list-style-type: none"> • Request troop debit card. 		
	<ul style="list-style-type: none"> • Utilize the guidance of the SU Money Manager if needed. 		
	Annually ensure that the following signatures are on the account: SU Money Manager, Troop Leader, Troop Co-Leader, and Troop Money Manager.		
	Coordinate the closing of the troop account and the disbursement of funds if the troop disbands or girls bridge to other levels.		

QUALIFICATIONS:		On Target	
		Yes	No
	Register as an adult member of the Girl Scouts of the USA. Date:		
	Complete the Volunteer Position Application process. Date:		
	Accept and adhere to the purpose and principles of Girl Scouting.		
	Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner.		
	Recognize, understand, accept, interpret, and support all council goals, policies, guidelines and objectives, including the Human Relations Policy Statement.		
	Complete required training. Date:		
	Owe no outstanding debts to the council.		
	Understands basic money management skills.		

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	Number of Years in Position	Date of Review	Initials
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Signature	Service Unit Money Manager/Troop Leader	Date	Date of Review	Initials
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The back of this form may be used to expand on the duties and responsibilities of this position and or the volunteer's role in meeting them.