

VOLUNTEER POSITION DESCRIPTION TROOP MONEY MANAGER

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.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. 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.
2. Reconcile bank statements with the checkbook and debit card and follow up with bank with questions and/or errors.
3. Provide monthly bank statements with receipts for all transactions attached to SU Money Manager at monthly SU meetings or quarterly.
4. Provide support for sound troop money management to the troop leaders:
 - Provide consultation on appropriate troop expenses.
 - Reimburse appropriate troop expenses **with receipts only** and ensure that all troop reimbursements are handled within guidelines given.
 - Deposit money in the troop account and write checks for troop expenses.
 - Help to resolve troop money related issues, including troop debt and bounced checks.
 - Serve as liaison between the SU and the troop if financial issues occur.
5. Establish the troop account:
 - Use Federal Tax ID# for free banking.
 - Request authorization letter from council if necessary.
 - Request troop debit card.
 - Utilize the guidance of the SU Money Manager if needed.
6. Annually ensure that the following signatures are on the account: SU Money Manager, Troop Leader, Troop Co-Leader, and Troop Money Manager.
7. Coordinate the closing of the troop account and the disbursement of funds if the troop disbands or girls bridge to other levels.

QUALIFICATIONS: *(volunteers must be able to)*

1. Register as an adult member the Girl Scouts of the USA.
2. Complete the Volunteer Position Application process.
3. Accept and adhere to the purpose and principles of Girl Scouting.
4. Show a willingness to work with diverse groups with varying lifestyles and cultures in a positive manner.
5. Recognize, understand, accept, interpret, and support all council goals, policies, guidelines, and objectives, including the Human Relations Policy Statement.
6. Complete required training.
7. Owe no outstanding debts to the council
8. Understand basic money management skills.

METHOD OF SELECTION:

- Selected and appointed by the Troop Leader.

ACCOUNTABILITY:

- Accountable to the Troop Leader and SU Money Manager.

TERM OF POSITION:

- Appointed annually.