girl scouts nation's capital

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
Involve girls in all financial decisions and ensure girls set a budget every year.
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 for three years.
Ensure that funds are being used on appropriate troop expenses as stated in *Volunteer Essentials*.
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 *Volunteer Essentials*.
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 and select the Troop Money Manager role in MyGS for this troop.
	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 ManagementTraining)
	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

Updated: 9/10/20 – This form is retained by the Troop Leaders