

GIRL SCOUTS OF BLACK DIAMOND COUNCIL

TROOP POLICIES

FINANCE

1. All troops will keep appropriate financial records that may include but not limited to copies of all receipts and purchases.
2. All troops must submit an annual troop finance report and the troop program report to their Service Unit Administrator or Field Executive by end of May.
3. Control of Cash:
 - a. Petty cash on hand for incidental expenses such as postage, emergency snacks, etc. should not be more than \$50.00.
 - b. All troops expecting to collect funds in excess of \$50 must maintain a checking or savings account. All bank accounts should be opened in the name of Girl Scouts of Black Diamond Council Troop # _____ with the FEIN # as 55-0420373.

Four (4) signatures are required for a troop bank account. Signatures need to include the following: Troop Leader; another registered adult with the troop; Service Unit Administrator/Field Executive; and authorized staff member.

Each check issued must have 2 signatures.

- c. Troops may obtain debit cards if available. Debit transactions will be subject to the same controls and procedures as checks. Debit transactions must be documented in advance.
4. Money raised, earned, or received by a Girl Scout troop becomes the property of the troop and is not the property of any individual troop member, girl or adult.
5. If a troop divides or flies-up, resulting in the disbanding or dissolution of current troop, the treasury will be pro-rated and distributed to the troops involved according to the number of girls reregistering.
6. If a troop disbands, all troop assets are to be given to the Service Unit Administrator and forwarded to Girl Scouts of Black Diamond Council within 30 days of disbanding.

The council will hold the funds for a period of 3 years. If the troop is reactivated during That time period, the funds will be returned to the troop. At the end of the 3rd year, unclaimed funds will be placed in the Girl Opportunity Fund.

REMINDER: Money earned should be spent to benefit the current troop/group members. The exceptions are troops saving for major projects, trips, or seed money for early fall expenses.

MONEY-EARNING

Money-Earning projects support the annual troop program and plans, and flow from girl-adult planning. Troops and groups are expected to participate in the council sponsored product sales. If additional funds are needed for the year's planned troop program, the following policies have been adopted by the Girl Scouts of Black Diamond Council Board of Directors to assist troops and groups in funding the Girl Scout experience.

1. Girl Scout Product Sales: Brownie, Junior, Cadette, and Senior Girl Scouts are expected to participate in the annual cookie sale. An amount per box is kept in the troop treasury. Participation in the fall product sale is encouraged.
2. Daisy Girl Scouts and their parents are not permitted to participate in any money-earning projects, including council-sponsored product sales.
3. Additional money-earning projects may be conducted only for a specific program activity and will be limited in number. Troops must have participated in the cookie sale and fall product sale to be considered for additional money earning projects.

Written parental permission must be received before girls may participate in a money-earning project.

4. A list of approved fund-raising projects will be distributed to all Service Unit Administrators and troop leaders at the beginning of each Girl Scout program year.

Written permission for any approved troop money-earning project must be secured from the Service Unit Administrator/Field Director one month before the project occurs, and must show girl/adult planning.

All other fund raising projects must be submitted, at least two months in advance, to the Finance Committee of the Board of Directors for approval.

5. No troop money-making projects may be conducted during the following:
 - Local United Way Campaigns.
 - Cookie Sale (during scheduled order-taking and delivery times)
6. Girl Scout troops may not request donations of merchandise from businesses without the approval of their Service Unit Administrator.