



Alison Feaster

Volunteer Troop Finance Training



This course is for new or established troop leaders that are required to complete this course for the troop on boarding. This course will take each a troop leader through the process of establishing a bank account for the troop to learning what are good money earning activities for the troop to participate in. The troop finance training will help you gain and apply knowledge that will help you run a smooth and successful troop financially. This training features three sections of the training and knowledge checks after each section please start with section number one which is troop financing. For the training to be successful please review the goals that should be accomplished while gaining information. If you have any questions after you completed please contact your volunteer coordinator and they will be happy to help.

Objectives:

1. Learn policies and procedures for troop financing
2. Learn about money earning activities and strategies through Girl Scouts of Northeast Texas (GSNETX) procedures
3. Learn to budget finances within the troop and proper reporting procedures
4. Procedures for logistical and financial troop graduation or troop disbandment.

 Troop Financing

 Money-Earning Activities

 Troop Disbandment

 Post Test Survey

Troop Financing

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Setting Up The Troop Bank Account

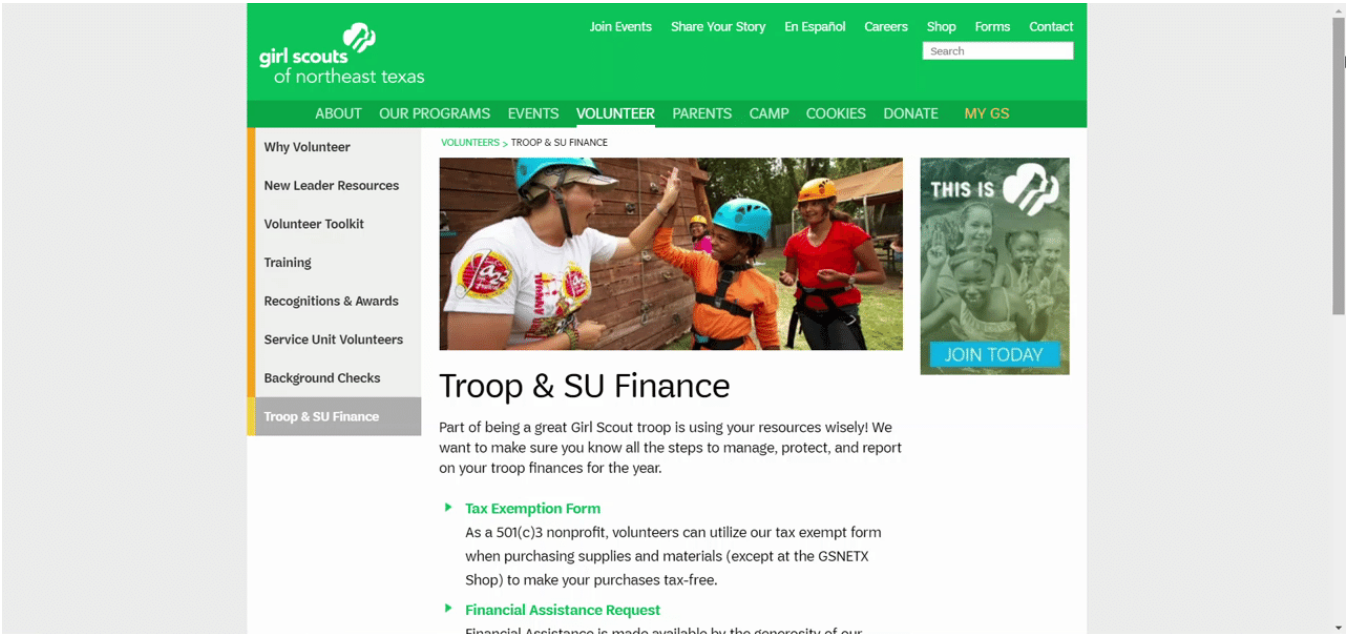
To safeguard Girl Scout troop funds, all Girl Scout troops and service units should open and maintain bank accounts. As a troop leader, it is vital that your troop has a bank account for program transaction, payment of dues and money earning activities. Setting up a bank account will help the leader, co-leader or troop treasurer to allocate funds that troop has earned or saved through troop dues and money earning activities such as cookie selling or any other activity that the troop has participation. Girl Scouts of Northeast TX (GSNETX) has steps to completing the bank account set up.

Step 1. The troop leader or leaders must find a bank that is non-profit friendly. Which means many banks are non-profit-friendly will waive fees or the amount of money that is needed to keep the account open. When the bank account set up the name of the account should be stated as follows Girl Scouts of Northeast TX Troop (number).

Step 2. There must be two authorized signers in the Girl Scout troop account. When setting up your

account, it is critical that the leader or leaders are on the account or if there is only one leader a troop treasurer can be appointed and will be the designated signer on the new bank account.

Step 3. After the account is set up the account must be registered through GSNETX. The GSNETX.org website will guide you through the proper steps to register your bank account for reporting your annual troop financial report and ACH drafting cookie funds only during cookie season.



CONTINUE

Below is a knowledge check for the bank account section.

How many signer should be on a troop bank account



- ☐ Three
- ☐ Two
- ☐ One
- ☐ None

SUBMIT

What adult members in a troop are able to be an authorized signer on a troop bank account.

- ☐ Troop Leader or Treasurer
- ☐ Anyone that is a responsible troop volunteer, treasurer or leader
- ☐ Volunteer Coordinator

SUBMIT

What are the first steps to gaining a troop bank account?

- ☐ Find a Bank
- ☐ Make sure the troop is established
- ☐ Complete all requirements to become a troop leader
- ☐ Troop does not need an account

SUBMIT

CONTINUE

Troop Spending

As the troop leader or treasurer, it is important that all money is allocated based on troop activities, trips etc. All expenses must be submitted no later than 30 days after the expense has incurred or the date of the event whichever is later (GSNETX policies and procedures). Checks that are issued by the troop for reimbursement of expenses must be deposited within 90 days of issuance. When checks are issued one of the two designated signers on the bank account must deposit cash or checks received from third parties such as GSNETX within 10 days of receiving funds (GSNETX policies and procedures).

Please keep in mind that Girl Scouts is an organization for girls and all funds should be spent to benefit the girls in the troop. It is recommended by GSNETX that troop finances should be budgeted by as the following:

1. **65 %** or the direct benefit of the girls active in the troop. (ex. membership renewal, GS activities open to all GS troop members, GS uniforms etc.)
2. **25%** may be maintained for a long-term activity planned by the girls (end of year trip or summer camp funding etc.)
3. **10 %** may be used to recognize volunteer contributions to the Girl Scout troop. (renewal cost for adult volunteers or a small appreciation gift for volunteers).

Troop Reporting

Reporting troop finances is essential to have healthy finances for the troop. It is important to report to finances to parents at the beginning, middle and end of the year which is three times a year of how funds are being earned and spent. The parent or guardians of the girls in the troop have a right to ask for a complete financial report for the year. Keeping troop income and expenses up to date is essentials to keep open communication of finances with the girls and there parents about the use of Girl Scout funds.

Not only do parents ask for financial report but GSNETX will ask for a financial report every year in June. This financial report will cover all income and expenses for the troop. How expenses were allocated among other questions. The Volunteer Toolkit has a tab on the command bar that says finance tab. The finance tab will give you access to reporting finance section that is submitted to GSNETX each year starting in June 2019. The finance section gives the person responsible parties of finances the opportunity to add add income, expense information and save it until time time to submit in June. Below are job aides of each section of the financial report.

INCOME

Your updates are automatically saved but not submitted to the Council.

If there is no value for an item, leave the field at 0.00

Beginning Balance	\$	0.00
Annual Membership Dues	\$	0.00
Troop Dues	\$	0.00
Activities/Events	\$	0.00
Cookie Program	\$	0.00
Donations Received	\$	0.00
Other Money-Earning Income	\$	0.00
Total Income	\$	0.00

The income section will start with all income that the troop has earned.

 Add a note on Troop INCOME (optional)

The income section is where you will enter all income the troop has made. There is an addition section to add notes for any special income.

EXPENSES

If there is no value for an item, leave the field at 0.00

Annual Membership Dues	\$	0.00
Activities/Events	\$	0.00
Badges/Patches	\$	0.00
Meeting/Troop Supplies	\$	0.00
Awards/Recognitions	\$	0.00
Camping/Camp Supplies	\$	0.00
Travel/Trips	\$	0.00
Donations Made By Troop	\$	0.00
Other	\$	0.00
Total Expense	\$	0.00

+ Add a note on Troop EXPENSES (optional)

The expenses section will show all money that the troop has spent.

The bottom has an area to add additional notes if need for clarification.

The finance section will show any money that has been spent and additional notes can be added if needed.

FINANCIAL SUMMARY

2017 - 2018

Starting Balance	\$	0.00
Income	\$	0.00
Expenses	\$	0.00
Ending Balance	\$	0.00

+ Add a note on the Troop's financial summary

The financial summary will give a starting balance, final balance for income, expenses which will be calculated for the ending balance

Parents see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.

The financial summary section will ask for the starting balance which will be the balance that the troop begin which the first of the Girl Scout year.



BANK INFORMATION

Checking Account *Required*

Bank Name

Branch Name

Last 4 accounts #'s

Signers on Checking Account

First Name

Last Name

When reporting finance information the bank account information is needed so please make sure account you have account information.



 [Add another bank account](#)

Multi level troops sometimes have two account and other accounts can be added.

COUNCIL NOTES AND QUESTIONS FOR TROOPS

Troop Status *Required*

What is the status of Troop ##### for the next membership year?

☐

Returning

☐

Merge With
Another
Troop

☐

Disbanding

☐

Not Sure

Troop Service Unit

Service Unit Name

Number

Council Note for all Troops

How many girls participated in the cookie program this year?



Your response to the council

Required

Council Note for all Troops

How many girls actively participated in your troop this year?



Your response to the council

Required

The council notes and questions give GSNETX overall expectance for information for the troop next year.

The Troop information section will inform GSNETX of data of the percentage of girls in the troop to set forecast for the new Girl Scout year.

CONTINUE

Knowledge Check

This is the second knowledge check of the first section of the training. This knowledge check will cover the troop spending and troop reporting section of this training.

[SECTION 2 and 3 Knowledge Check](#)

Money-Earning Activities

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Money -Earning Activities

As a troop the girls have an opportunity to decided on money earning activities that will help raise troop funds for valuable program activities and should be suitable to the age and the ability of the girls. GSNETX want the money earning activities that are consistent with goals and principals of the Girl Scout program(GSNETX). These programs should consist of the following our mission, [Girl Scout law and promise](#).

Does and Don'ts of Money Earning Activities

As the troop leader it is your responsibility to know the what money earning activities are okay and which are not okay. Sometimes these can be confusing and reaching out to your volunteer coordinator will guide you in the right directions. All money earning activities must be approved in writing by a designated Girl Scout council member before the activity can start. Below are a list of all money earning activities that troop can participate in.

1

Girl Scout Cookie Program- This program teaches girl the [5 skill building techniques](#) through being an entrepreneur and selling cookies.

2

Collections and drives-Cellphones for refurbishment, Christmas tree recycling etc.

3

Service based activities- Babysitting for the holidays, raking leaves in the neighborhood, troop sponsored car wash.

Individually Registered Member (IRM) Money Earning Activities

IRM's are girls who are not connected to a troop but are registered individually as a Girl Scout and can still participate in all Girl Scout activities. Troop leaders do not usually have an interaction with IRM's. When money earning activities are mentioned girls that are IRM's are allowed to participate in the cookie program that happens annually each year. If girl does participate in the cookie program will not be associated with a Girl Scout troop. All other money earning activities are prohibited unless it's a service unit funding raising event.

Below are interactive button on the Girl Scout logo. Each button will tell you if the image is an money earning activity or non money earning

activity.





Money Earning Activity



Car washes are considered a valid money earning activity.



Money Earning Activity



00:44





Non Money Earning Activity



Discount cards are prohibited because this not a Girl Scout related fundraiser.



Money Earning Activity



Girl Scout cookie selling is a money earning activity that is popular for helps girl earn money for the troop by earning a certain amount of money per box of cookie sold.



Non money earning activity



00:33



Selling any made or bought Girl Scout patches or accessories are prohibited by GSNETX.



Non money earning Activity



Selling any other product that is not Girl Scout related is prohibited. Selling World Finest Chocolate is not a valid money earning activity.

Troop Disbandment

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Disbanding of a Troop

Troop disbandment can happen for many reasons. Troops will disband because the girls are aging due to high school graduation. A troop can disband due to the reason that the girls are involved in other activities and want to be IRM's and the entire troop agrees and disbands. While there are numerous reasons why a troop can break up there are guidelines that have to be followed when money is involved within the troop. As soon as a troop decides that it will disband, the troop leader should contact their volunteer coordinator so they can guide them through the disbandment process step by step.

CONTINUE

Allocating Funds and Supplies

When a troop disbands it is important that the troop makes sure that all supplies and funds are distributed or allocated. If none of the girls in a disbanding troop are continuing as a Girl Scout it is important that the girls decide how to distribute supplies and funds. The disbanding troop may choose a council program area to donate to such as destinations or girl scout leads. Girls can also consider donating any remaining troop supplies, equipment, and books to a younger troop for use.

If none of the girls in a disbanding troop are continuing as a Girl Scout in another troop, all remaining funds must be sent to GSNETX (GSNETX policies and procedures). It is the girl scout troop leader responsibility to submit a final troop financial information within 30 days of disbanding troop. Leaders should also contact the volunteer coordinator to complete the disbanding troop form which is located in the forms section of the GSNETX website.

When a troop is disbanding and there are girls want to continue in Girl Scouts and move on to another troop. There is a formula that troop leaders will use to successfully allocate money to the new troop that the girl or girls will be transferring to.

Press the continue button below to view the video to allocate funds to other troops.

CONTINUE

The video below will give you the steps and formula to complete distribution of funds if a troop is disbanding and girls are moving to another troop.

Allocation of Troop Funds

GSNETX

Formula to distribute funds to girls moving to another troop.

CONTINUE

A troop is disbanding and the girls are aging out due to graduation. What is the first step you should do as a troop leader?

- ☐ Stop having meetings
- ☐ Contact your volunteer coordinator

☐

Distribute money to the girls

☐

Decide how to spend the money

SUBMIT

If the troop is disbanding due to graduation and the girls have no idea what to do with the funds raised in the troop, what are some suggestions that can be made to use the funds? **The question can have multiple answers.**

☐

Purchase a lifetime membership for each girl

☐

Send money to a program that supports GSNETX

☐

Donate to a younger troop

☐

Distribute that money among the girls

☐

Troop leader will keep all the money for her new troop she is starting

SUBMIT

CONTINUE

Thank you

Thank you for completing this training. I hope you have gained knowledge on how to run a financially successful troop if you have any questions at all please contact your volunteer coordinator at the GSNETX office. **Please complete the post-survey in the next tab.**

Reference:

Girl Scout of Northeast TX (2018, August 12). GSNETX policies and procedures. retrieved from https://www.gsnetx.org/content/dam/NE_Texas/documents/vol_VolunteerPoliciesAndProcedure.pdf

Post Test Survey



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The post test survey is feedback for the trainer to gain feedback from the learner.

Please click the link below

[POST TEST SURVEY](#)
