

Bank Information and Agreement

*Each Troop/Service Unit (group) must complete and submit this Bank Information and Agreement form. **All signers on the account must sign this form.** The form needs to be submitted within one week of opening the account, or when changes are made to an existing account (e.g. change in signers). GSNI-M will not make disbursements to groups without a current Bank Information and Agreement form on file.*

Today's Date _____ Troop # _____ Service Unit # _____

Bank where account is established _____

Branch: _____ Account Number _____

Date Opened (if new) _____ Opening Balance (if new) _____

Current Balance _____ Account Name (i.e. GSNI-M Troop #12345/ GSNI-M SU #123)

POLICIES (refer to Volunteer Policies for a complete list of Financial Policies)

- There must be at least two non-related signers on the account, who must be currently registered Girl Scouts and have successfully completed a background check.
- Girl Scout group accounts are never to be used for personal transactions. Improper usage can result in removal from all volunteer positions.
- Volunteers are not expected to make purchases for the group from their own personal accounts. If a volunteer must be reimbursed for a purchase, another volunteer must write the check.
- Money earned is not the property of individual girl or adult members.
- All group money must be run through the account, with minimal cash transactions. Cash should only be used when a debit card or check cannot be accepted.
- Girl Scout staff can audit the group bank account at any time.
- Although receipts are not required to be turned in with financial reports, they must be kept in the event of an audit. Groups should keep all receipts for the current and previous membership year.
- **Abuse of group funds or account will result in GSNI-M action including, but not limited to, termination from the volunteer position or restrictions on handling finances or further money-earning activities until the matter is resolved. Legal action will be taken if necessary.**
- All groups must keep current the Group Finance Record and comply with reporting procedures. Please refer to Financial Policies 3 and 4 in Volunteer Policies for further information.

AGREEMENT

I have read and understand the policies and responsibilities required of a Girl Scout volunteer who handles group funds. I agree to comply with GSNI-M and GSUSA policies and model responsible financial behavior to the members of my group. I understand that this is a girl-led organization and that all financial decisions must be made based on accurate financial information. Should I become unable or unwilling to comply with these policies, I will immediately notify other volunteers of the group as well as GSNI-M to be removed as an authorized signer.

Signature _____ Date _____
Printed name _____ Position _____

Signature _____ Date _____
Printed name _____ Position _____

Signature _____ Date _____
Printed name _____ Position _____