

Troop Bank Account Instructions

Type of Account

Service free checking for a Not-for-Profit organization.

Recommended Banks

Consult with Community Treasurer for preferred banks in your community

Authorized Signers

Three signers are needed to open an account; preferably the troop leader, troop treasurer, and community treasurer or regional designee all of whom are not related. One signature is required on the checks. (All must be registered members and have an active background check).

It is recommended the primary troop signer writes all checks. Another troop signer is the designated person to balance the checkbook. Both troop signers are responsible for all transactions and communicating with each other.

Contact Community Treasurer before scheduling an appointment at the bank. In addition to setting up your troop account, you will also establish and receive instructions for online banking.

Please bring the following items with you to the bank:

1. Driver's license or state-issued identification (PICTURE ID IS REQUIRED)
2. Second form of identification (e.g. credit card, passport, military ID)
3. Proof of address (only if you have an out-of-state license)
4. Funds to be deposited into the troop bank account.

Tax Identification

Troops are authorized to use the Council's Federal Tax Exempt ID #EO-210-731-966/000 for the purpose of opening a bank account.

Ordering Supplies

Minimum order of checks (personal size).

Name imprinted on check must be:

Girl Scouts of the Jersey Shore Troop # (specify five digit troop number)

Do not print name, address, phone number or any additional personal information on the checks.

Debit Card Guideline

In the era of electronic banking, troops are now permitted to have Troop Account Debit Cards. If your troop obtains a troop account debit card, please be aware of the parameters that may be set on the debit card by your bank. Bank fees should be avoided.

Accurate record keeping of troop account debit card transactions, including retention of debit card receipts, is required and will aid in balancing your troop checking account, preparing your annual Troop Financial Report and maintaining proof of purchases (write a brief description of item purchased on the receipt or bank statement).

Troop Financial Report

Troops are required to submit their financial report through the Volunteer Toolkit with documentation by June 15.

Girl Scouts of the Jersey Shore reserves the right to audit troop bank accounts at any time.

**TROOP CREDIT CARDS AND BORROWING IN THE NAME OF GIRLS SCOUTS ARE PROHIBITED
BY THE COUNCIL AND GSUSA.**