

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.

TROOP BANK ACCOUNT INFORMATION

Every troop is responsible for submitting information regarding their troop bank account. Please complete the form and return to the community treasurer within two (2) weeks. A troop leader, along with another adult volunteer (troop treasurer) from the troop and the community treasurer (all non-related), is responsible for opening a troop bank account. (All must be registered members with an approved background check).

Leaders should attempt to open an account with no service charges or negotiate with the bank to have them waived.

Proper name of the troop bank account:

Girl Scouts of the Jersey Shore Troop # _____ (use the 5 digit number)

A troop leader, along with troop treasurer and the community treasurer, are responsible for opening a troop bank account.

Name of bank: _____

Bank contact: _____

Type of account: _____ Checking

Is there a service fee? _____ Yes _____ No If yes, how much \$ _____

Do you have a troop debit card: _____ Yes _____ No

Account number: _____

Names on the account: 1. _____

2. _____

3. _____

(Community treasurer)

Troop leader(s): _____

Troop number: _____ Program level: _____

Region: _____ Community: _____ Date submitted: _____