

Troop Money Management Booklet



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Thank You for Inspiring Girls to Lead

Girl Scouts has been empowering girls every day since 1912 by developing critical life skills and fueling girl ambition. We're problem solvers who see opportunity where others get stuck. We speak up for ourselves and others. We learn by doing and do more with what we learn.

At Girl Scouts of Wisconsin Southeast (GSWISE), we are committed to supporting our members. This booklet will help you understand how to manage your troop's money. Other support is also available in the "497 Troop Money Management" training in gsLearn, at gswise.org, or directly from our Customer Care team at 800-565-4475 or customercare@gswise.org.



Managing Troop Money

When you help Girl Scouts earn and manage money, you're helping the next generation of entrepreneurs get an important taste of what it takes to be successful: teamwork, planning, and a positive outlook. Your Girl Scout troop is responsible for planning and financing its own activities, which promotes your Girl Scout taking the lead - with your guidance - on setting goals, managing a budget, spending responsibly, and maintaining records.

As a troop leader, maintaining an orderly troop account is necessary to make sure your troop thrives all year long. Make sure you and your fellow troop leaders agree on who will be the primary manager of this important job. All troop leaders should be at least aware of the troop's financial situation at all times.

What is required?

1. **A troop banking account** (see pages 4-5 to learn how to open an account).
2. **A completed Troop-Service Unit Account Information and Automatic Clearing House (ACH) Form on file with the council.** This must be completed annually by October 31, after a new account is established, or any time changes are made to the bank account, including changes in account signers. The link to can be found in Rallyhood.
3. **A completed Annual Troop Cash Report submitted by June 15.** This must be completed every year using the form found in Rallyhood.

Management of troop cash flow

1. Regularly share the troop's account activities publicly at troop meetings.
2. Keep all receipts from all GS transactions for a minimum of three years.
3. Make sure troop funds are used only by the troop. **Do not use for any personal items.**
4. If an account signer needs to be reimbursed for expenses they paid for, have the other account signer sign the check. As with all expenses, get a receipt.
5. Balance your account each month by comparing receipts with the bank statement.
6. Use your Girl Scout bank account debit card or checks for all troop spending.
7. Be sure all troop money goes through the troop bank account **prior** to being spent by the troop.
8. Deposit all money. **Do not hold on to parent and customer checks, or other forms of payment, for more than a week.**
9. Include Girl Scouts on all financial decisions—it's part of becoming an entrepreneur!

Transferring funds between the troop and the council using ACH

ACH is an electronic network that efficiently and safely transfers funds between banks. (If you pay your bills online, you are already using ACH.) Troops give GSWISE authorization to electronically withdraw or deposit into the troop account using ACH. This eliminates the need to write checks between the troop and the council.

ACH withdrawals for product sales

When troops participate in the Fall Product Program or Girl Scout Cookie Program, **all** money collected is deposited into the troop bank account. The amount earned by the troop (troop proceeds) will remain in the troop account and only the portion due to the council will be electronically withdrawn on specific dates.

Troops are responsible for depositing sufficient funds to cover the council withdrawals, and will be responsible for any resulting non-sufficient funds fees. These fees differ, depending on the bank's policy.

Earning money for Highest Awards

We know that earning one of the Girl Scout Highest Awards may require extra financial support. Please contact the Director of Girl Scout Leadership Experience if you have questions.

Collection challenges?

Occasionally a troop may incur difficulties collecting product sale payments from a customer. Once the troop has exhausted its efforts, the collection process can be turned over to GSWISE. Additionally, the ACH amount to be withdrawn from the troop account can be reduced by this collection amount as long as the form is submitted at least 4 BUSINESS days before a scheduled ACH withdrawal date. To do so, the troop must complete an Outstanding Balance Form (found in Rallyhood). If an Outstanding Balance Form is not received, the troop will be responsible for covering any fees that are incurred from the bank.

Use Online Resources to Manage Troop Activity

Keeping up-to-date records is an essential part of troop management. For your convenience, organizational materials can be found online in Rallyhood. All forms found in Rallyhood must be submitted electronically to GSWISE. Contact customercare@gswise.org if you need assistance.

Commonly used forms found online in Rallyhood.

Troop-Service Unit Account Information and ACH Form

- Submit annually by October 31, or after new checking account is established.
- Submit each membership year and whenever changes are made to the account.

Troop Start-Up Loan Application

- New troops can request start-up funds when the troop forms.

Financial Assistance Form—Uniform Components

- Families or troop leaders can apply for financial assistance any time.

Group Money-Earning Application

- Submit before starting a money-earning project.
- Use when troops require more funds than can be raised from council-sponsored activities.

Troop Opportunity Catalog and Information Update Form

- Use to update troop information online.

Annual Cash Report

- Submit annually by June 15.



Opening a Troop Checking Account

- ❑ **Two troop leaders.** Each bank account MUST have a minimum of two signers. The signers MUST be registered, non-related, adult members of that troop or service unit and approved volunteers. The Girl Scout Council Chief Financial Officer has authorization over all Girl Scout accounts. One adult volunteer should receive the bank statement, while another does the purchasing.
- ❑ **Open a troop banking account.** All troops are required to have their own bank account to assist in managing Girl Scout troop funds. These accounts allow troops to deposit funds and receive reimbursements from the council. Choose a preferred financial institution from the list on the attached letter. If a troop wants to open an account at a financial institution other than one listed, they must first get approval from GSWISE.
- ❑ **Gather the necessary documents** and present them to the financial institution: Financial Institution Authorization Letter, identification such as driver's license or state identification, and social security number. Present the council's federal tax ID number 39-0892833 as the bank identification number.
 - **If checks are ordered** they should only have the following pieces of information printed on them: Girl Scouts of Wisconsin Southeast, Inc. (or GSWISE) and Troop #XXXXXX (four- or five-digit number). Do NOT have your name, address, or school/ service unit information printed on the checks.
 - **Set up who will receive monthly statements.** Be sure that monthly statements are not mailed to the council address. Statements go to one co-leader or appointed volunteer.
 - **The troop is responsible for any costs** that may be involved in opening a new account. There may be costs incurred to purchase checks without a minimum balance. Any costs should be included in the troop budgeting process and the troop dues you determine.

With many different banking institutions holding troop and service unit checking accounts, it is likely some of the procedures may vary from one bank to another. Please contact your specific institution for their procedures.
- ❑ **Complete the Troop-Service Unit Account Information and ACH Form annually (found in Rallyhood under Forms & Links) by October 31, or after any changes/updates to account are made.** Be prepared to attach a picture of a voided check to the online ACH form. If the account does not use checks, ask the bank for a starter check with the troop account number or a direct deposit authorization letter on their letterhead, signed with both the routing and account number.
- ❑ **Deposit all product sale money into the troop account within a few days of receiving it.**
- ❑ **Complete the Annual Troop Cash Report by June 15. This must be completed every year-** using the form found in Rallyhood under Forms & Links.



Disbanding Troop Accounts

What happens to the troop's money if the troop disbands or chooses to stop meeting?

There are a few choices the troop can make but remember, the money is the property of Girl Scouts of Wisconsin Southeast.

1. Contact your Membership Experience Specialist at 800-565-4475; they will guide you through the process.
2. Determine if any Girl Scouts are continuing in Girl Scouting even if the troop is not. If so, some portion of the troop funds should follow them to their next troop. Those funds become part of the new troop's overall funds.
3. Make sure all checks and debits are cleared.
4. Remaining funds should be sent to GSWISE, Attention: Finance, 131 S. 69th Street, Milwaukee, WI 53214. These funds become property of GSWISE.
5. Close the account.
6. Any accounts still open after the troop has been disbanded become the property of GSWISE after one year. Council will exercise their right to close the account and collect the funds.

Merging Troop Accounts

When two or more troops merge, all funds in all troop accounts should be deposited into one merged account and they become owned by the new troop.

Splitting Troop Accounts

If a troop is splitting into multiple troops, the total of the funds in the troop should be divided by the number of registered Girl Scouts in the troop. Each new troop will receive the amount of money proportional to the number of Girl Scouts going to the troop. For example, a troop of 12 is splitting into 2 troops. Troop 123 will have 5 Girl Scouts and Troop 987 will have 7 Girl Scouts. Troop 123 will get 5 pieces of the divided amount and Troop 987 will get 7 pieces of the divided amount.

Girl Scouts Changing or Leaving Troops

Should a Girl Scout need or choose to leave a troop, all money in the troop account continues to belong to the troop. While not required, most troops choose to send some portion of the troop's funds to the girl's new troop.

If the Girl Scout is becoming an Individually Registered Member, any funds the troop will send with them should be in the form of a Trefoil Card, which can be purchased through GSWISE.

Financial Assistance

Troop start-up loans

The council provides loans to troops whose families may not be able to support troop start-up costs.

- Loans are available based on the number of Girl Scouts in a troop, at no more than \$20 per girl.
- A troop checking account must be established.
- A **Troop-Service Unit Account Information and ACH Form** must be on file with the council.
- A **Troop Start-Up Loan Form** must be submitted.
- Once all forms are received and approved, monies will be directly deposited into the troop account.
- The amount is repaid to the council using proceeds from the Girl Scout Cookie Program.

Financial Assistance

- Troops are expected to help cover membership dues and supplies for Girl Scouts who are renewing. It is recommended that the troop uses product sales revenue to offset these expenses. This is a great budget exercise for the Girl Scouts as they plan out their year!
- Financial assistance will be reviewed and granted on an as-needed basis.
- Families can request membership fee assistance when they register online at gswise.org. A follow-up form must be completed to be considered for financial assistance.
- Families and troop leaders can request financial assistance for uniforms and uniform components in Rallyhood using the **Financial Assistance Uniform Components Form** found within Forms & Links.

Product Sales

As the troop participates in product sales, the money earned can be used to finance regular troop activities. Watch council communications for exact dates of the Fall Product Program and the Girl Scout Cookie Program.

Charitable Giving Is Important to Girl Scouts

The Girl Scouts of Wisconsin Southeast, Inc. is recognized by the IRS as a 501(c)(3) charitable organization and encourages individuals, corporations, and foundations to support our mission with financial donations. Financial gifts are welcome and needed to close the gap between the costs of providing a the Girl Scout experience, money earned through the Girl Scout Cookie Program, and fees paid for girl and adult experiences.

Here are just a few examples of what we can do with your donation:

- Sponsor challenge seeking experiences for Girl Scouts such as STEM and outdoor programs,
- Maintain and improve our camps and other properties,
- Support volunteers with training and guidance, and
- Provide financial assistance to Girl Scouts who cannot afford the dues or fees, and help make sure Girl Scout programs and activities are available and accessible to all.

Charitable Giving is important to Girl Scouts of Wisconsin Southeast (GSWISE). While GSWISE receives charitable giving from individuals, corporations, organizations, foundations, and United Way, it is not enough to meet the ever-increasing need for the leadership programs we provide. We have an ambitious plan to grow philanthropic giving so we can do even more for Girl Scouts.

Daisy's Circle is an easy and fun way to provide sustainable funds for the mission of Girl Scouts. We want to do more for Girl Scouts and Daisy's Circle is a giving program that will help Girl Scouts explore freely, expand their perspectives, and discover the unimaginable for generations to come. The more we can promote and grow Daisy's Circle, the less we need to rely on the Girl Scout Cookie Program to accomplish all the things we want to do for Girl Scouts. Join today! Visit www.gswise.org/dc or contact Customer Care at 800-565-4475.

United Way is also an important funder and charitable partner. Please support United Way if your workplace offers a United Way giving campaign.

Fundraising

According to the **Blue Book of Basic Documents of Girl Scouts of the USA**, fundraising is an adult activity. Adults may engage in combined fundraising efforts authorized by the Girl Scout council in which the local council is a beneficiary. **Girl members may not engage in any direct solicitation of money.**

Girl Scout Seniors and Ambassadors may fundraise for their Gold Award projects. Fundraising requests must be submitted using the Money-Earning Application to receive GSWISE approval and Girl Scouts must participate in the Fall Product Program and Girl Scout Cookie Program to qualify to participate in fundraising.

Donations to troops

Since a Girl Scout *troop* is not recognized by the IRS as a charitable 501(c)(3) organization, any gift made directly to a troop is not considered tax deductible, and cannot be receipted as such.

Money-earning

Girl Scout troops earn money for their activities by participating in the council-sponsored money earning programs. The Fall Product Program and the Girl Scout Cookie Program usually provide enough income for Girl Scout troops to pay for their Girl Scout experiences. While Girl Scout troops may not participate in fundraising campaigns or drives, they can ask for special approval of a money-earning activity if the proceeds from council-sponsored programs are not enough. Please see guidelines and approval process for special money earning activities on the next page.

We understand that this policy about charitable giving, money earning, and gift receipting may seem confusing. To get clarification of our gift policies before accepting donations for troop activities, contact your Membership Experience Specialist or Customer Care at customercare@gswise.org or 800-565-4475.

Continue
Investing in
Girl Scouts

Join our Daisy's Circle Monthly Giving Program

Daisy's Circle gives supporters a way to provide consistent, ongoing support to ensure that ALL girls have access to Girl Scouting. Join GSWISE's monthly giving program and become a Daisy's Circle member today.

Please visit gswise.org/dc today!



Daisy's Circle
Bring her promise to life

GSWISE Group Money-Earning Guidelines

Money-Earning activities: earn money to accomplish a financial goal or to fund a group activity.

- Girl Scouts and troops may participate in money-earning activities with parental permission.
- Troops may participate in approved money-earning activities in which they are the sole beneficiary of the profit **after** they have supported GSWISE through participation in both council-sponsored product sales (the Fall Product Program and Girl Scout Cookie Program).
- Any additional money-earning activities require approval from the council.

Approval: All money-earning activities, other than the council-sponsored product sales, must be approved by Girl Scouts of Wisconsin Southeast. Troops must submit the **Group Money-Earning Application** one month before the event takes place.

Product sales: To participate in a money-earning activity, your troop must have participated in both of the council-sponsored product sales. **Money-earning activities may not be held during the same timeframe as the council-sponsored product sales.**

Individually Registered Members: Funds earned by an individually registered member (girl), other than those earned from council-sponsored product sales, must be applied to a Bronze, Silver, or Gold Award project, a GSUSA Destination, or a global council-sponsored trip.

What Girl Scouts can do!

Earning and managing money is an important part of being an entrepreneur! Here are some ways that your group can earn money:

Workshops (badge, camp skills, etc.)	Recycling	Craft items
Tutoring	Walking tours, nature hikes	Breakfasts, lunches, dinners, tea, etc.
Talent show, concert, plays	Gift baskets	Troop/group “own” cookbook
Holiday cards	Yard work	Grow/sell plants
Troop rummage sale	Car wash or dog wash	Event photo booth
Dances	Face painting	Party favors, placemats
Refreshment stand (no labeled product or resale)	Event to teach skills (such as outdoor skills) to younger Girl Scouts	Service unit event—World Thinking Day, etc.
Gift-wrapping for the holidays	Seasonal festivals	Walking pets
Cell phone or ink cartridge collection	Pancake breakfast	Child care (refer to council guidelines)

Note: Pre-cooked meat must be used in any money-earning activities that involve the selling of meat products.

Inappropriate money-earning activities

Fundraising: The act or process of raising funds. In Girl Scouts this is an adult action. Direct solicitations for cash, including any request for cash support from a foundation, company, or organization, is inappropriate for Girl Scouts.

- **Games of chance** (auctions, bingo, tickets, raffles, tricky trays, casino nights etc.): IRS guidelines prohibit these activities from being conducted by girls.
- **GoFundMe pages and other forms of crowdfunding:** These are not council-approved methods for money-earning.
- **Product demonstrations** (Tastefully Simple, LuLaRoe, Pampered Chef, Tupperware, etc.): Girl Scouts restricts the endorsement of commercial products. This includes promoting any company or business by distributing its coupons as a Girl Scout or volunteer, hosting a Girl Scout night, or promoting a special night for discount at a restaurant, etc.
- **Fundraisers for other organizations:** Girl Scouts, in their role as Girl Scouts, may not raise or solicit money for other organizations or participate in walkathons, telethons, or similar activities that raise funds for other organizations. (Example: A Girl Scout troop cannot solicit pledges to take part in a walkathon for Race for the Cure, but they can support the event by volunteering to prepare goody bags for participants, helping with registration, or passing out water at the event.) However, girls may contribute a portion of their group treasury to organizations or projects they consider worthwhile (such as providing startup funds for a new Daisy troop at their school).

Service clubs or civic groups

Service clubs and civic groups are important to Girl Scouts and are generous donors. While girl members may not solicit tax deductible donations from service clubs or civic groups, they are encouraged to partner with Philanthropy staff to make presentations to their local clubs. If a member of the Philanthropy staff receives an invitation to present at a service club, local girls and adult members are usually invited to attend and present on the local impact of Girl Scouts. Philanthropy staff will submit requests for support for funding Girl Scouts in letters to clubs and in personal visits. Club funds are usually donated for camp scholarship or other financial support of local Girl Scouts. Please call Customer Care at 800-565-4475 if you would like to participate in a presentation or want to help this important effort.

In-kind donations from businesses

Troops often want to solicit area businesses for supplies or in-kind donations to support service or Take-Action projects that are very important experiences for Girl Scouts. We want to encourage and support this activity at the troop level. **If the in-kind gift is valued at more than \$250**, please send an email to Customer Care at customercare@gswise.org, stating the purpose of the donation, the name of the business being solicited, and the item being donated. We will send an acknowledgement letter to the business or organization.

Matching gifts

Many companies have volunteer matching gift programs through which the company will make a monetary gift to match the number of hours an employee dedicates to serving a charitable organization. This can be a great source of financial support for a troop's activities. When a volunteer match gift is received, it is GSWISE policy that one half of the gift remain with GSWISE to support girl and volunteer programs and for support to the council as a whole. We encourage volunteers to learn more about their company's procedures to secure a matching gift. The gifts may be designated to the troop, camp, or program area to which the volunteer/employee has given his or her time.

Here is how it works: A volunteer normally contacts their Human Resource department and requests a form to document their volunteer service. Many companies have this process online. The company sends the gift to GSWISE and a member of the Philanthropy team processes the gift. Then they contact the GSWISE staff member responsible for the troop and confirm that the troop is in good standing. Funds are automatically deposited into the troop's account through ACH. The volunteers receive a thank you letter and the company receives the receipt acknowledging their tax-deductible donation in recognition of their employee's volunteer hours.



Reference Cards for Volunteers

Cut out the cards below and keep them where co-leaders can easily find them.

Tax Exempt Card: GSWISE volunteers and troops have been granted the use of the Girl Scouts of Wisconsin Southeast tax exempt number for purchases of supplies used for Girl Scout programming made within the state of Wisconsin. The tax number can only be used by GSWISE volunteers.


Emergency Contact Card: A quick reference guide for GSWISE volunteers to use in an emergency when a representative from the Girl Scouts of Wisconsin Southeast is not on premise.


Tax Exempt Card

	has been granted use of:
Girl Scouts of Wisconsin Southeast, Inc. Tax Exempt No. 008-0000366540-05 Valid from October 1, 2022 through September 30, 2023.	
For verification contact: Girl Scouts of Wisconsin Southeast, Inc. • 800-565-4475 131 S. 69th St., Milwaukee, WI 53214	

	has been granted use of:
Girl Scouts of Wisconsin Southeast, Inc. Tax Exempt No. 008-0000366540-05 Valid from October 1, 2022 through September 30, 2023.	
For verification contact: Girl Scouts of Wisconsin Southeast, Inc. • 800-565-4475 131 S. 69th St., Milwaukee, WI 53214	

Emergency Contact and Emergency Procedures Card

	24-Hour Emergency Contact Number 800-565-4475 (press 2 if after business hours)
<i>A Customer Care Specialist or an after hours answering service will take your call.</i>	
Make no statements on behalf of the Girl Scouts to anyone. A council official will notify parents/guardians and make all official statements on behalf of the Girl Scout organization. Remain courteous and cooperative with the press and the public and use this phrase: <i>"All your questions will be answered by the official council spokesperson who will have a statement soon."</i> Stay calm.	

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<i>A Customer Care Specialist or an after hours answering service will take your call.</i>	
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Tax Exempt Card

Troop Number: _____

Volunteer Signature: _____

Troop Number: _____

Volunteer Signature: _____

Emergency Contact and Emergency Procedures Card

Girl Scouts of Wisconsin Southeast Major Emergency Procedures

1. Provide first aid to the injured and have someone notify doctor, police and/or fire department as necessary.
2. Keep a responsible adult at the scene.
3. If you need to contact a member of the Critical Event Management Team, call 800-565-4475. After business hours, press 2 for answering service.
4. Answer the operator's questions and stay at that number for a return call. A Critical Event Management Team member will help you respond to the situation.

Girl Scouts of Wisconsin Southeast Major Emergency Procedures

1. Provide first aid to the injured and have someone notify doctor, police and/or fire department as necessary.
2. Keep a responsible adult at the scene.
3. If you need to contact a member of the Critical Event Management Team, call 800-565-4475. After business hours, press 2 for answering service.
4. Answer the operator's questions and stay at that number for a return call. A Critical Event Management Team member will help you respond to the situation.



September 2022

Financial Institution Authorization Letter for all GSWISE Troops, Service Units and Camps for the following authorized financial institutions:

Associated Bank	Citizens Bank	Community State Bank
Educators Credit Union	Bank Five Nine	Ixonia Bank
Johnson Financial	Landmark Credit Union	North Shore Bank
PNC Bank	Summit Credit Union	Tri City National Bank
Waukesha State Bank		

Thank you for supporting Girl Scouting within your community by offering free or low-cost checking to local Girl Scout troops. Under the by-laws and board policies of Girl Scouts of Wisconsin Southeast, Inc. and the laws of the State of Wisconsin, the Chief Financial Officer is fully authorized and empowered to execute account agreements and transfer funds on behalf of the council and its operational units: i.e. Girl Scout troops, service units, and other groups operating under the EIN 39-0892833.

Please use this letter to maintain a master authorization with your financial institution stating that the CFO is on file for access to all Girl Scout accounts with EIN 39-0892833.

Account Title: Girl Scouts of Wisconsin Southeast (may abbreviate to GSWISE)
Troop* # (*can also be a service unit or camp)
Mailing Address: Must be volunteer troop leader's address.

Volunteer Troop Leader Signers:

- 1)
- 2)
- 3)

Troop leaders can add, delete, or change signers as the needs of the troop require. Checks should be issued without any street address.

Please forward a copy of the signature card to the following address after being executed by the troop co-leaders:

Girl Scouts of Wisconsin Southeast, Inc.
Attn: Finance Department
131 S. 69th Street
Milwaukee, WI 53214

Our Finance Department staff has permission to inquire about GSWISE Account; such as requesting statements of activity, account balance, transaction details, and identifying and closing dormant accounts. If you have any questions regarding this information, please contact me or Customer Care at customercare@gswise.org or 800-565-4475.

Sincerely,

Michelle Goetsch
Girl Scouts of Wisconsin Southeast, Inc.
Chief Financial Officer
Telephone: 414-443-3976; Email: mgoetsch@gswise.org

All banks require minimum deposits. Some fees for certain services may apply.

Courage.

Confidence.

Character.

Girl Scouts of
Wisconsin Southeast
131 S. 69th Street
Milwaukee, WI 53214-1663
800-565-4475
customercare@gswise.org

Marion Chester Read
Service Center
131 S. 69th Street
Milwaukee, WI 53214-1663

Racine Center
5801 Washington Avenue
Suite 200
Mount Pleasant, WI 53406

Woodhaven Service Center
2303 37th Street
Kenosha, WI 53140

gswise.org

@girlscoutswise
@GirlScoutsWISE
@GirlScoutsWISE
@GirlScoutsWISE



Shop Local



My Girl Scout Kit

My Girl Scout Kit is great for new and bridging Girl Scouts! Select from the Girl's Guide to Girl Scouting, select insignia, uniform items, badge requirements, journey books, and much more. Purchase \$60 or more from one grade level and receive a FREE drawstring bag!

Resource Centers are located in each GSWISE Service Center:

Woodhaven Resource Center
2303 37th St., Kenosha

Milwaukee Resource Center
131 S. 69th St., Milwaukee