

Merrimack Girl Scouts
Troop Financial Responsibility Highlights
Updated 3/20/18

Community Accounting Coordinator:
Holly Morales, 320-7167
holly_morales@icloud.com

Current Merrimack Citizens Bank Girl Scout representative:
Brenda Lyons, 424-6111
brenda.lyons@citizensbank.com

The following is provided as a supplement to the Financial Policies for GSGWM to serve Merrimack Girl Scout troop leaders.

- All troop leaders are encouraged to watch the short Council course Troop Finance 101: <https://www.youtube.com/watch?v=mosdKeb71IM&feature=youtu.be>
- The Community Accounting Coordinator (CAC) establishes an account at Citizens Bank with. Merrimack Girl Scouts will deposit \$100 into all new accounts as starter funds, which is withdrawn once your dues are deposited. Once both troop leaders are fully approved by Council, they must go the Citizens Bank branch in Merrimack to sign a signature card for the troop's bank account. The current rep at Citizens Bank is Brenda Lyons.
 - If you have new troop leaders coming into an already established account, both one new and returning leader must do this, as well. Two signatures must always be on the current signature card from each troop.
- Troop leaders then must complete the Council bank form and give to the CAC before final authorization and access to troop funds is permitted. This is typically done when new troops are starting and as an annual exercise for all troops conducted in the fall.
 - Troop leaders need to also supply one voided check to accompany this form
- It is the responsibility of the troop to order any additional supply of checks. There are a few inexpensive online options. One is through www.checksinthemail.com. The printed information on the checks should read the following **Council required format**:

Girl Scouts of the Green and White Mountains
Troop # _____
P O Box 1593
Merrimack, NH 03054

- Statements are available electronically only!! The CAC will provide the required login to gain access to your troop's statements.
- A note about credit card processing – if you wish to set up credit card swiping at cookie booths, we recommend Square.com. Use the name GIRL SCOUTS OF THE GREEN AND WHITE and tax ID #02-0243160.
- Annual Troop Financial report due on **May 31** – all troops are required to keep track of their financials using either the online Finances Tab of the Volunteer Toolkit through GSGWM (<https://my.girlscouts.org/content/girlscouts-vtk/en/vtk.finances.html>) or using the **Annual Troop/Group Financial Report** spreadsheet, which is available on our web site at www.merrimackgirlscouts.org through the Troop Finance page. It is advisable to keep track as you go instead of trying to complete it all at the end of the scout year. Council has audited troops, so please keep careful records.