



Girl Scouts of Minnesota and Wisconsin Lakes and Pines

Troop Finance and Money-Earning Policies and Procedures

- Policy:** An established course of action. Policies are binding on those whom they affect.
- Procedures:** A method or system established to facilitate program planning and maintenance of policies and standards.
- Standards:** An established model or example, which should serve as a guideline for actions.

STANDARDS: GIRL SCOUTS OF THE USA STANDARD 28 *Safety-Wise*

Activities Involving Money

Troops should be financed by troop dues, by troop money-earning activities, and by a share of money earned through council-sponsored product sales.

*for more information on this Standard see page 74 of *Safety-Wise*.

Standard 29 *Safety-Wise*

Troop Money-Earning Activities

Money-earning activities should be a valuable program activity for girls.

*for more information on this standard see pages 74-75 of *Safety-Wise*.

Standard 32 *Safety-Wise*

Council Fund-Raising

Fund raising or fund development to support the Girl Scout council is the responsibility of adults and this responsibility should not be placed with girls. Girls may provide support to these efforts through voluntary service.

*for more information on this Standard see page 76 of *Safety-Wise*.

Standard 33 *Safety-Wise*

Fund-Raising for Other Organizations

Girl Scouts, in their Girl Scout capacities, may not solicit money for other organizations. Girl members may support other organizations only through service projects. (See national policy on solicitation of contributions in the Leader's Digest: Blue Book of Basic Documents.)

*for more information on this Standard see page 76 of *Safety-Wise*.

Troop Finance

Policy 1: All troop funds are to be used for the development and maintenance of troop program activities. Decisions regarding expenditures of troop funds should involve individual girl members of the troop. The troop leader is responsible for the safekeeping of funds and accurate financial records.

Policy 2: Troop funds should be deposited in a bank account titled Girl Scouts of Minnesota and Wisconsin Lakes and Pines, Troop Number and Council Federal Identification Number with a minimum of two account signers.

Procedures: Troop funds should be deposited in a bank account in the following manner:

Account Name: Girl Scouts of Minnesota and Wisconsin Lakes and Pines
Troop # _____.

Troops must use Federal I.D. #41-0877820.

(Please do not list personal names, address or social security numbers.)

Troop check blanks should read as follows:

Troop # XXXX
Girl Scouts of Minnesota and Wisconsin Lakes and Pines
(No abbreviations of Council name)
City, State (the city where your Troop is located)

The Bank statement should read as follows:

Account Signer Name (other name based on suggestion below)
Troop number
Home Address

Each troop bank account must have a minimum of two signers. Signers might include the troop leader, assistant leader, troop treasurer, or the community coordinator.

- Both signers must be registered members at all times to validate the corporate resolution.
- Only one signature is required on a check.

Suggestion: Two signers are required on the troop bank account, as a way of instilling checks and balances with the management of the troop's checking account, have one signer hold the checkbook and the other signer receive the bank statements.

Suggestion: Another check and balance could include a third signer for troop accounts. This signer may be your Service Unit Community Coordinator or Service Unit Treasurer as determined by your Service Unit.

Policy 3: The two troop bank account signers may obtain one debit card per troop to facilitate electronic troop transactions or troop approved purchases. Troops are not allowed to obtain credit cards or to enter into any credit extensions, including loans, lines of credit and other credit products, with banks and financial institutions.

Policy 4: Troops are required to submit the Annual Troop Financial Report and a copy of the most recent Troop Account Bank Statement.

Procedure: Each troop should develop an annual budget so that girls may learn to plan troop programming within the troop's projected income.

The annual Troop/Group Financial Report (#4702.1-2) is to be completed each year prior to June 1 and submitted, along with a copy of the most recent bank statement for the troop account, to the Community Coordinator, who approves the form and submits it to the council no later than June 15. *Failure to submit the annual Troop/Group Financial Report and bank statement may result in a troop account audit,*

freezing of the account until the report is submitted, and/or the troop checking account being removed from the present signer(s).

Troops should keep sufficient money in their checking account to cover the costs of the activities planned by the girls on a year-round basis. A troop's program activity budget should be based on reasonable dues (\$.50 to \$2.00 per meeting), council-sponsored product sales (fall sale & cookie sales), and additional fund-raisers only as needed and approved. The cookie sale is usually the largest source of revenue for the troop.

Monies, raised jointly by members of a troop for any purpose, belong to the troop as a whole and are not available to the individual.

The Girl Scouts of Minnesota and Wisconsin Lakes and Pine's certificate of tax-exempt status number is:

Minnesota # 25220
Wisconsin # 051462

When Girl Scout troops purchase materials or supplies which will be used in their program, these supplies are exempt from state sales tax. Some merchants will ask you to complete a special form and give the tax-exempt number. If the merchant or store requires a copy of the actual tax-exempt status certificate to be on file, please contact the council Bookkeeper at Waite Park and a certificate will be forwarded directly to the merchant or you may retrieve form #4705 electronically at www.gslakesandpines.org.

Policy 5: Funds of an inactive or disbanded troop must be held by the council or service unit for up to 12 months and may not be refunded directly to girls.

Procedures: Before a troop disbands, the troop should decide with the current registered girls what to do with the troop's funds. Funds should be used for troop activities and, according to council and GSUSA policy may not be refunded directly to girls. If all money is not used for activities with girls, or distributed to girls continuing in the program, the remaining troop funds must be given to the Service Unit. The funds will be used by the service unit for start up funds for a new troop, a service unit event, or service unit/troop supplies that are needed. The money received must be reflected in the service unit's year end financial report.

All financial records should be reviewed in the presence of the retiring leader when the records are received. A final Troop/Group Financial Report is required of the disbanding troop.

If girls join other troops or become a Juliette Girl Scout, the money will be divided proportionately and put into troop accounts or forwarded to Girl Scouts of Minnesota and Wisconsin Lakes and Pines for Juliette Girl Scouts.

If a troop divides into two troops, money and materials of the original troop should be divided between the two troops in proportion to the number of girls moving into each new troop.

If two or more troops merge, money and material of each troop involved should be combined.

When a leader leaves her/his position with a troop and a new leader is immediately recruited, the retiring troop leader should transfer all supplies, financial records, debit card, check book, bank account information and materials to the new leader. The signatures on the bank account will need to be changed. The retiring leader will need to notify the bank of the change to authorize the new leader to be a signer on the troop account. Be aware that individual bank policies may vary, please contact the Director of Finance to work with the bank to remove the signer's name or update the Corporate Resolution if needed.

If new leadership has not been recruited, but the troop has not been disbanded, give all supplies, financial records, and bank account information to the designated Service Unit or the Membership staff person to hold for one year. If leadership is not found within the current membership year, the troop shall be disbanded and monies distributed accordingly.

Policy 6: Community Partnership through Troop Sponsorship is a partnership between a Girl Scout troop and a community organization or business, working together to promote the all-girl experience. A troop is allowed \$125 annually consisting of one sponsorship or multiple sponsors with a combined total of \$125.

Procedures: Possible sponsors include service or social clubs; churches, synagogues, mosques, or temples; recreation centers; schools or education groups; businesses; and other organizations whose missions and goals are compatible with those of Girl Scouting.

Submit Sponsorship Form #3700 to the Waite Park Regional Center to the attention of the Development Assistant.

A troop sponsor can enhance troop experience by:

- Providing a place for meetings or special events
- Suggesting potential leaders
- Serving as a source for program opportunities, craft supplies, and troop materials
- Providing career exploration opportunities for girls
- Securing community support and resources
- Assisting troops with community service projects
- Providing unsolicited funds for troop use
- Troop/group sponsorship funds, limited to \$125 per year, used for “start up” funds, or goods and services to support troop/group program.

Policy 7: Unsolicited Gifts are allowed if a troop is offered a gift of ten dollars or more (other than the \$125 Troop Sponsorship), the Service Unit Community Coordinator and/or troop leader shall follow the guidelines if receiving an unsolicited gift:

- a. Request the donor to make the check payable to “Girl Scouts of Minnesota and Wisconsin Lakes and Pines” and forward the check along with the Unsolicited Gift Form # 3702 to the Development Assistant at the Waite Park Regional Center.
- b. The donor should state, in writing, for what purpose the contribution should be used.
- c. The contribution, in its entirety, will be reissued as a check and sent back to the troop/service unit as designated by the donor.

(The donor will be unable to claim the contribution as a tax deduction if it does not go through the council office.)

Policy 8: Scholarship Fund (Financial Assistance) is offered to individual girls and adults and not available for troops and is limited to the registered members of Girl Scouts of Minnesota and Wisconsin Lakes and Pines. Girl Scouting is open to all girls and adults, regardless of ability to pay. To encourage participation, Girl Scouts of Minnesota and Wisconsin Lakes and Pines has budgeted money to help girls and adults. These funds are supported by United Way, Girl Scout Cookie Sales, Family Partnership and Friends of Girl Scouting campaigns, contributions, and bequests.

Procedures: The following items are considered:

- Program activity guideline
- Availability of funds

It is expected that parents/guardians support the girl and her troop. This can be done by participating in council and troop fund-raising, leading the troop, or helping the troop to plan activities.

Requests for program fees for specific council-sponsored programs are processed by the Program team, and that team will notify the girl and parents of the availability of funds. Girl Scouts of Minnesota and Wisconsin Lakes and Pines does not provide financial assistance for service unit or troop-sponsored activities.

To receive any financial assistance the following steps must be completed:

- A. Complete the “Scholarship Form” (form #4502) on both sides. Use a separate form for each person applying. Allow four weeks for processing.
- B. Mail form to: Girl Scouts of Minnesota and Wisconsin Lakes and Pines

Troop Money-Earning

Policy 1: Troop activities are usually financed through troop dues and money earned through the Cookie Sale and Fall Product Sale. However, if necessary, each troop may have one money-earning activity a year that is approved by their Service Unit Community Coordinator. Additional money-earning activities must have council approval. Approval is based upon the following:

- a. The troop finance need for such funds is well established.
- b. Troop leaders obtain the required permission from the Service Unit Community Coordinator or the designate council staff.
- c. The troop participates in both the Cookie Sale and the Fall Product Sale during the troop year. Participation by individual girls is voluntary.
- d. The activity must have program value for girls and be consistent with the fund-raising standards of Girl Scouts of the USA.
- e. No fundraising method will be used that requires gambling or games of chance.
- f. The proposed fund-raising event must be in compliance with the state and local laws and ordinances regulating sales and handling of food.

Prior to the date of the proposed activity, the troop will submit the troop money-earning project application (#4704.2) and troop budget to Community Coordinator and/or designated Council Staff to review. Approval will be based on the following:

1. The troop has submitted its annual Troop/Group Finance Report.
2. The information contained on the request form is complete.
3. It complies with Girl Scouts of the USA and council policies and standards.
4. The proposed fund-raising event is appropriate.
5. The amount to be raised is reasonable.
6. The troop budget justifies the need for the additional monies to be raised.
7. The program activity to be financed through the project is appropriate for the girls.
8. A troop must have participated in the most recent Girl Scout Cookie Sale. A first year Girl Scout troop would be the exception.
9. If the request is denied, the reason for denial will be stated.

Troops must identify the money-earning project as “Conducted by Troop #_____ of Girl Scouts of Minnesota and Wisconsin Lakes and Pines.”

Troop money-earning activities should not take place during the annual United Way Campaigns (when applicable), nor during council sponsored sales.

Policy 2: Participation of girls and troops in money-earning activities must be limited to projects that do not involve direct solicitation for cash or door to door sales other than the Cookie Sale.

Examples: The following activities are examples of money-earning activities which are appropriate for Girl Scout troop participation (including but not limited to): car washes, brat sales, garage sales, spaghetti dinners, gingerbread house sales, wreath sales, and recycling.

Activities which are not appropriate (including but not limited to): product demonstration parties (i.e., Tupperware, Pampered Chef, etc—seen as an endorsement of a commercial product), raffles, drawings, games of chance, sale of commercial products (other than those offered during council sponsored sales that are approved by GSUSA), door to door solicitation, and adult fund raising on behalf of troops. Check with the council office if you have questions.

Policy 3: Troops may not raise, solicit, or handle money for other individuals or organizations. Participation of Girl Scouts with appropriate service organization should be limited to service projects.

Procedures: Troops should consult with their Membership staff when considering participating in a service project involving another organization.

Policy 4: Money earned by the troop belongs to the entire troop and decisions on use and spending should be made by all members of the troop through girl planning.

Procedures: Troop money-earning projects must not be used as a method of allowing individual girls to build up individual accounts within the troop treasury.

Money-earning projects must benefit the entire troop. The only exception is if the troop wishes to help raise money for one of its members to attend a GSUSA Destination.

Cookie Dough:

Cookie Dough may be used by girls only towards resident camp, day camp, troop camp, program fees (when applicable, not under \$10) and all GSMWLP council shops. Cookie Dough may not be used for the deposit required for program registration, but may be used toward the balance of registration fees.

Troops/Groups can use (and accumulate for three years) Cookie Dough for traveling to National Girl Scout Conventions, council-sponsored trips, and GSUSA Destinations, subject to the following:

The troop/group trip must be approved by the designated Program Staff according to trip travel policies.

There must be a trip budget submitted.

Notice must be received by the Program Staff by August 1 of the year prior to the trip, including the amount of the current year's Cookie Dough earned by the girls, and the amount of expected Cookie Dough to be earned in the year of the trip. This information needs to be included in the council working budget for the upcoming year.

Adults are not allowed to use Cookie Dough.

Policies are for the benefit and protection of all members. If a Troop has an extenuating circumstance which may require a variance, please contact the Director of Finance at the Council.