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girl scouts

Please complete the Troop Finance Report and Carry-Over Worksheet
per GSEWNI Standards(s) - Policy #6

Standard(s) - Policy 6
Each service unit, troop, group, and day camp shall set a budget annually. Budgets are to be based on realistic needs and estimated income. Money-earning projects may not exceed the amount of money needed to support group activities. Service units, troops, groups and day camps must submit proposed plans and budgets for review and approval to the Director, Membership Services prior to engaging in money-earning activities to support major projects.

Guidelines for approval of money earning activities are: Adherence to Safety Wise program standards, activity must provide for a progressive learning experience, appropriateness of the activity to the goals of Girl Scouting, and adherence to local United Way and community campaign guidelines.

Registered troops must have participated in the most recent council cookie financial literacy program to hold additional money earning activities, with the exception of those troops formed after the previous cookie program. Money earning activities held during United Way blackout periods and cookie program preorder are discouraged, but will be considered on a case by case basis by the Director of Membership Services or Chief Operating Officer.

The GSEWNI staff Juliette Coordinator shall administer bank accounts for Juliette Groups. Bank accounts are not authorized for individual Juliette Girl Scouts with the exception individuals working toward an approved Gold Award project.

Automatic Teller Machine (ATM) debit cards shall be issued for service unit/troop/group/day camp accounts. Checks or drafts may be utilized only through bill-pay, online banking. Accounts must have a paper receipt for every purchase/use of the ATM debit card, cash withdrawals, and bill-pay transaction.

Whether or not a girl participates in the Council-sponsored Product Sale or extra money earning event portion of the Girl Scout program, she must be equally funded and included in any events and activities planned by the troop/group and funded by the troop/group treasury. It is expected that troop/group funds be utilized to absorb a girl's dues and materials if it is determined by the leader that it is beyond a girl's control to pay the established troop/group dues or materials. (GSUSA policy states that no girl shall be denied membership because of economic status.)

All troops, groups, service units, and day camps must submit required financial reports, including but not limited to the Annual Financial Report. Troop leadership failing to file Finance Reports by the due date will not be permitted to hold troop meetings, or participate in service unit events and/or product sales. The bank account shall be inaccessible until the report is received and approved. Re-appointment to volunteer position is contingent upon receipt of annual financial reports. Service Unit/Troop/Group/Day Camp is to retain documentation and itemized receipts as backup for purchases and transactions for two years for auditing purposes. Service Unit/Troop/group financial reports are due to the area PMDC as requested and annually no later than the date set forth by the council.

Day Camp reports are to be filed within 15 days of completion of the event. Reports must be complete and copies shall be retained by individual submitting reports.

A specific, detailed plan for use of funds remaining in accounts shall be included with financial reports for troops, groups, and service units with a balance in excess of $125. Funds remaining may be used to cover expenses for activities, GSUSA membership fee, or a project fund planned by the girls. Page - **5** - of **7** Girl Scouts Eastern Washington & Northern Idaho – March 2012

Unless there is prior written approval from the Director, Membership Services or Chief Operating Officer for long range plans, sanctions may apply to troops/groups with excessive treasuries at the start of each membership year. Sanctions may include ineligibility to participate in any money-earning activities (with the exception of the annual cookie sale) and confiscation of funds.