



Troop Bank Account Procedures

- Troop accounts are to be used for troop business only.
- Individuals who are authorized to sign checks are responsible to ensure sufficient funds are available for checks written. Authorized signers must be volunteers in one of the following categories as documented in the Criminal Background Check Policy, in the Volunteer Manual: **troop leader, co-leader, assistant leader, group leader, service unit manager, service unit treasurer, troop cookie manager, service unit product sales manager, trainer and family campaign coordinator.** The signer and troop are responsible for any overdrafts, collections or charges incurred. GSHNC is not responsible for troop accounts nor any charges incurred to the accounts.

Before You Open a Bank Account

- The troop may use the bank of their choice. Look for a bank with no charges or minimal charges and ask for a free non-profit account if available.
- **Troops/Groups must have 2 authorized signatures on their bank account that are not of the same family or household. They must be registered Girl Scouts and must have cleared the Criminal Background Check.** These individuals agree to abide by GSHNC Troop Bank Account Procedures as well as any terms and conditions imposed by the bank.
- Obtain a Letter of Authorization from GSHNC. Contact GSHNC'S Customer Service Specialist at 704-731-6574 to request this letter.

Contact the specific branch in advance for their procedures. Each branch, even of the same bank, may have different requirements for opening troop bank accounts.

When You are Ready to Open a Troop Bank Account

1. You may need any or all of the following to open a troop bank account:
 - Federal Tax ID Number (included in your Letter of Authorization from GSHNC)
 - Articles of Incorporation/Amendment*
 - GSHNC Charter*
 - *Call GSHNC's Customer Service Specialist at 704-731-6574 to obtain #2, and/or 3.
2. The Name on the troop account is to be in the following format:
 - **GSHNC Troop #** _____
 - **Address** (not GSHNC's)
 - **Phone** (not GSHNC's)
3. To complete the account signature card, most banks require both signers to appear in person with 2 forms of proof of identity.
4. Upon completion of the signature card, request a copy from the bank and submit to GSHNC, Attn: Troop Accounts, 7007 Idlewild Rd., Charlotte, NC 28212. This copy of the signature card will be kept in your permanent troop file at the council.
5. The bank should be made aware that multiple troop account exist under on tax id number and they should not change the address on any other existing troop account when opening your account.
6. Online banking is allowed. To prevent any problems, please instruct banker to set up your online banking profile by the individual requesting it (the name of the authorized signer) rather than a global set up with the council's tax id number. Notify the bank that there are many troop accounts with different signers and addresses that share one tax id number.

To Make Changes

Any changes in signers require pre-approval from GSHNC to ensure Girl Scout registration and cleared criminal background checks. Contact the GSHNC Customer Service Specialist at 704-731-6574 for approval.

Troop leaders are responsible for contacting the bank when there are any other changes to troop accounts.

Other changes may include:

- Change in address
- Change in phone number
- Loss of checkbook

When Closing a Bank Account

Contact the bank to close the account. After closing the account, if your troop is disbanding, complete a disbanding report (<http://hngirlscouts.org/troop-management>) and mail or fax (704-537-8504) to GSHNC, Attn: Troop Accounts. Be sure to include:

- Bank Name
- Troop Number
- Account Number

Girl Scout funds do not become the property of any individual girl or adult. Instead, the group may decide to donate any unused funds to the GSHNC family campaign or another worthwhile organization, to another group, or for girl activities. If any girls are moving to other troops, any remaining funds should be distributed equally to these troops. Remember to be sure that all checks and other debits have cleared the account before closing it. All remaining funds are submitted to GSHNC.