

## CHAPTER 5: MANAGING TROOP FINANCES

### REMOVED

- » Section titled *Closing a Bank Account*

### ADDED

#### TROOP FUNDS

The girls in the troop should be involved in any decisions regarding how to use troop funds. Any money earned should be used for Girl Scout Activities and is not to be retained by individuals.

If a girl in the troop chooses to move to another troop or become an IGM, all monies are divided equally between all registered members of the troop and should be distributed as follows:

- » If a girl is moving into a new troop within our Council, the money will be transferred to the new troop.
- » If a girl chooses to become an IGM, she will be issued a Program Credit Gift Card. (Program Gift Cards expired 15 months after date of issue)

#### PRIVATE INUREMENT/PRIVATE BENEFIT

To ensure council compliance with IRS regulations and to protect the council's 501(c) (3) tax exempt status with the IRS, GSACPC does not allow troops or other pathways to create reserve funds or earmark funds for individual girls.

Per the IRS, "a section 501(c)(3) organization must not be organized or operated for the benefit of private interests. No part of the net earnings of a section 501(c)(3) organization may inure to the benefit of any private shareholder or individual." Using raised funds to further the Girl Scout program is in accordance with GSACPC exempt purpose. However, creating and maintaining reserve funds or tracking money earned by girl within troop or service unit account is not compatible with this regulation and is therefore not allowed.

#### DISBANDING TROOP

If a troop decides to disband they should fill out the Troop Disbanding Form, all assets, together with the financial report, canceled checks, all unused checks, and debit cards, are given to the neighborhood team lead, financial consultants, or MSE within 30 days of the troop's last meeting.

The girls in the troop should be involved in the decision regarding how to use remaining funds. The troop may decide to donate any unused funds to GSACPC, a reputable non-profit, or use it for Girl Scout activities prior to your last meeting. Prior to requesting that your account be closed, ensure all checks and other debits have cleared the account.

If a troop divides or a girl chooses to move to another troop, all monies are divided equally between all registered members of the troop. For example, if there are 10 girls in the troop, the money in the account is divided by 10. Money should be distributed as follows:

- » If a girl is moving into a new troop within our Council, the money will be transferred to the new troop.
- » If a girl chooses to become an IGM, she will be issued a Program Credit Gift Card. (Program Gift Cards expired 15 months after date of issue)
- » If the girl chooses not to continue with Girl Scouts, the money is transferred to the Service Unit to aid in the recruitment of new girls.

Abandoned bank accounts become the property of the council.

**All bank account closures, transfers of funds to new troops and issuing of Program Credit gift cards are handled by the GSACPC Banking Coordinator.**

If there is a change in leadership, a financial report by the outgoing leader is submitted online through the Volunteer Toolkit, or turned in to the neighborhood financial consultant. A copy should be kept in the troop notebook. All assets are given to the new leader.