

Finance Specialist Manual





Finance Specialist Manual

The Service Unit Finance Specialist provides general oversight and management of all Service Unit Finances. The Finance Specialist is a knowledgeable and encouraging source of guidance and support to troops regarding financial matters creating a positive culture of financial literacy.

Our Mission

Girl Scouting builds girls of courage, confidence, and character who make the world a better place.

QUALITIES OF A GREAT GIRL SCOUT LEADER



HONESTY

You are a trusted representative of your Service Unit and of Girl Scouts. If you strive to make honest and ethical decisions, your team will too.



ABILITY TO DELEGATE

Where there is trust, there is strength! The ability to delegate tasks to appropriate team members is one of the greatest skills you can have.



COMMUNICATIONS

Be clear and be knowledgeable about what you want done or the information you wish to convey. If you can't explain it, they can't understand it.



SENSE OF HUMOR

Always try to find the smiles inside the struggles! If you strive to find the "funny" and positive side of any situation, your teammates will too!



CONFIDENCE

When setbacks occur, help assure everyone that everything is going to be OK. Be a source of encouragement and calm during life's little storms.



COMMITMENT

Lead by example. If you expect your team to work hard and give of their time and talents, always do your best to do the same.



POSITIVE ATTITUDE

Help keep your team focused on the goals ahead by keeping a smile on your face and in your voice. Positive energy produces positive results!



CREATIVITY

Problems don't always have clear solutions and sometimes the best ideas take a little time to find. Always try to think outside the box!



ABILITY TO INSPIRE

Motivation is key to achieving your goals. Keep everyone's spirits high by appreciating hard work and recognizing team members' strengths.



INTUITION

Use your best judgment. Trust your gut. When there is no road map telling you where to go or how to proceed, trust yourself and trust your team.

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FINANCE SPECIALIST

Service Team Position Description

SUMMARY Responsible for year-round management of Service Unit funds and financial records. Provides financial support and education for all troops within the Service Unit to create a positive culture of financial literacy and financial health.

SUPPORTED BY Member Support Executive (MSE) in partnership with the GSACPC Volunteer Support Team

APPOINTMENT Appointed by MSE for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Keep up to date financial records for Service Unit and complete Service Unit Financial Reports by assigned deadlines.
- » Ensure that the Service Unit bank account is set up and maintained in accordance with GSACPC financial guidelines.
- » Provide up to date treasury reports at service unit meetings.
- » Facilitate budget planning based on Service Unit plan of work.
- » Review all estimated and final budgets for Service Unit events to make certain they are self-supporting and affordable.
- » Pay all invoices and reimbursements for Service Unit activities and events.
- » Collect monthly bank statements and receipts for Service Unit.
- » Review Troop Money Management carefully and become familiar with all guidelines surrounding troop finances.
- » Assist troop volunteers with the financial responsibilities of their positions.
- » Provide training on financial best practices, reporting, audit preparation, and other financial topics.
- » Provide ongoing support to volunteers for the completion of financial paperwork, and including girls in the troop finances, etc.
- » Assist in proper closure of disbanded troop accounts and provide notification to council.
- » Collect, review and submit troop financial reports to council for troops that do not submit their report through the Volunteer Toolkit.
- » Assist with other financially-related duties as assigned by the Service Unit Manager or GSACPC Staff Members.

REQUIREMENTS AND QUALIFICATIONS TO BECOME A FINANCE SPECIALIST

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including Volunteer Essentials, recognize, understand, accept, and support all Council goals and objectives, including the Diversity Equity and Inclusion Statement.
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Finance Specialist training.
- » Leadership from the Inside Out online resource recommended.
- » Complete Looker Access Agreement to access GSUSA data system.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Finance Specialist Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!

THANK YOU for accepting this important position! The Finance Specialist position is a vital role within the Service Unit. Your expertise, guidance and enthusiasm is needed to:

- » Create a positive culture of financial literacy and financial health in the Service Unit;
- » Provide financial support and education to troop leaders;
- » Keep up to date financial records for the Service Unit;
- » Facilitate budget planning based on the [Service Unit Planning Packet](#);
- » Be actively involved in Service Unit Leader Meetings.

We appreciate your time and dedication!

Fulfilling Your Role

Who Is A Service Team Finance Specialist?

The Service Team Finance Specialist holds a critical role on the Service Team. They manage the Service Unit funds and take a lead role in modeling and teaching proper money management for Troop Leaders and girls.

As a Finance Specialist you will:

- » Manage the Service Unit checking account.
- » Pay invoices for all Service Unit activities, including any additional insurance for sickness protection or international .
- » Participate as an active member of the Service Team by attending regular meetings and aiding in the creation of the Service Unit budget and the [Service Unit Planning Packet](#).
- » Complete and submit Annual Service Unit Finance Report.
- » Ensure that Troop Leaders submit their Annual Troop Finance Reports on time.
- » Educate volunteers in the Service Unit on responsible money management and adherence to GSUSA and GSACPC financial policies and procedures.

Managing Service Unit Finances

GSACPC Financial Guidelines for Service Units

For full details on GSUSA financial policies, see [Volunteer Essentials](#). Detailed information about troop finances can be found in the [Troop Money Management Guide](#).

- » All Service Units must have a bank account. This account must be with Wells Fargo.
- » Service Unit bank accounts require a minimum of two signers who are unrelated.
- » All signers receive online bank statements and review them regularly with the other signers.
- » Service Units are only required to have one signer on checks, but it is highly recommended that they have two. All signers on the account should be reviewing and auditing the account at all times.
- » Service Unit accounts must be enrolled in Online Banking and set to receive online statements only. Once enrolled in Online Banking the Service Unit Finance Specialist must add Council to their view access.

- To Add Council Representative to View Account Online
 - › Proceed to “View My Account” and sign in
 - › Select “Account Services”
 - › Select “Add/Manage Guest Users”
 - › Input
 - First Name: COUNCIL
 - Last Name: BANKING
 - Email Address: banking@girlscoutsaz.org
 - User Name: SUXXX** (The XXX is your SU number, and the ** is your first and last initial) Example: SU699MH
 - Password: GSACPCBANK1
 - Choose “View Access” from the drop down menu and click submit
- › If at any time there is a change in the Service Unit Finance Specialist, Council Banking must be notified immediately and the old Finance Specialist will be removed from the account.

Proper Money Management

As a Finance Specialist, you should always practice and model proper money management.

- › Create a budget.
- › Keep detailed records of all transactions.
- › Limit use of cash to ensure all transactions are traceable.
- › DO NOT mix Girl Scout and personal money.
- › Be transparent.

Maintaining Accurate Service Unit Financial Records

One of your most important tasks as a Service Unit Financial Specialist is to create and maintain accurate financial records of the Service Unit bank account. The most important principle to follow when maintaining records of your Service Unit’s financial activity is: write it down and back it up.

Write it down: Every deposit and withdrawal from the Service Unit bank account must be recorded. The following information should be included for each transaction:

- › Date
- › Whom deposits came from (deposit) and whom the money went to (a withdrawal)
- › The purpose of the funds
- › The amount of money deposited or withdrawn
- › The resulting balance in the Service Unit bank account
- › Category, including: Activity/Event fees, Service Unit Funding, Activity/Events costs, Training, Recognition, etc.

Methods for tracking transactions:

- › Checkbook Register
- › Service Unit Finance Report Spreadsheet ([available in the forms library: SU Finance Report](#))
- › Financial Software

Back it up: Every transaction that occurs in the Service Unit bank account must be backed up by some type of supporting documentation. Most often this documentation will be in the form of receipts (an expense) or deposit slips. You should keep all financial records together and organized by month. This can be done on paper in a binder or file folder, or electronically by scanning records and organizing them in folders.

Documentation should be kept for three years.

Service Unit Funding and Expenses

Each year, the Service Unit will receive an ACH deposit from GSACPC. This funding will be given to the Service Unit provided the Service Unit bank account has been set up at the appropriate bank. Each Service Unit will receive \$1.00 per registered girl in a volunteer led troop or IGM. This does not include staff led troops. Council will inform you when the ACH is processed. You should verify Service Unit funds have been credited to the bank account.

At certain times throughout the year, GSACPC may offer additional funding opportunities for Service Units that are associated with achieving specific goals. These opportunities will be promoted by GSACPC and communicated to the Service Teams.

A detailed list of appropriate Service unit Expenses is listed below. Any expense not listed should be discussed with your Member Support Executive.

Appropriate expenses are:

- » Office Supplies
- » Duplication of agenda, handouts and meeting notices
- » Equipment rental such as tents and cookware for service unit events.
- » Meeting space rental for meetings, events, and recognitions
- » Books, packets, and pamphlets for the service unit library
- » Postage
- » Food for meetings, events, trainings, and recognitions
- » Honorariums for guest speakers at leader meetings, training, or Service Unit events
- » Fees for membership
- » Fees for registration for a Service Unit representative in a workshop, or training
- » Tokens of appreciation for community speakers and sponsors
- » Expenses for recognition of older girls and all volunteers within the Service Unit (Recognition should be equitable from one volunteer to another)

Important Note: Service Unit events should be fully funded by the registration/admission fees charged for them and a profit should not be made. should be fully funded by the registration fees in combination with any Troop/SU/Council funds and a profit should never be made by charging the participants higher fees.

Creating the Service Unit Annual Budget

At the yearly Service Unit planning Meeting, you will work with your Service Team to create a budget for the year. In creating a budget, it is helpful to identify potential Service Unit expenses for the year. You should begin by referring to the [Service Unit Planning Packet](#) sample budget to get started (see resources section). Then review the list of appropriate Service Unit expenses listed above. Download the Service Unit Finance Report ([available in the forms library](#)) and check out the descriptions tab. Once the Service Team has made a list of potential expenses, it is time to determine how much these items will cost. It may be useful to look at last year's budget to estimate some of these numbers.

Service Unit Finance Report

The Finance Specialist must submit the [SU Finance Report](#) to Council every year by June 30 to reghelp@girlscoutsaz.org and copied to your Member Support Executive. You should download the blank form, save it to your computer and use it as your finance workbook for the year.

This form must also be completed any time the bank or signer information changes. The form with the new information must be submitted within 30 days of the change. Make sure your Service Unit finance report is turned in by the deadline to receive Service Unit funding.

Reporting on Bank Activity

At each monthly Service Team meeting, the Finance Specialist should present all finance activity to the team. The presentation should include all financial activity for the Service Unit events and ongoing expenses. You can make your own or present from the Service Unit Finance Report that you are maintaining. If your Service Unit does not hold monthly meetings, you can work with the SU Communication Specialist to include current finance details in a Service Unit newsletter or email.

Accepting Credit Card Payments

Peer-to-Peer Payment Platforms (Venmo, Cash App, Facebook Payments, etc)

The use of these apps is permitted for receiving funds to your account only, with the exception of Facebook Payments which may also be used to send money. **Paypal is not permitted.** Any peer-to-peer payment platforms is subject to their terms and conditions as we are not responsible for any violations to their terms and conditions.

Stripe

Service Units may accept credit card payments by setting up a Stripe account and connecting it to a form platform. **Your account MUST be set up by council.** Requests can be made by emailing banking@girlscoutsaz.org. Once the account is set up the Finance Specialist will be made an admin of the account and can then add/remove users as needed. They will also have full access to the account to reconcile your payments as well as do refunds if needed. Any money received through form will go instantly to your account less credit card fees. At the end of each quarter, GSACPC will ACH any money paid towards fees to your Service Unit so that you get the full amount of the transaction. More information on Stripe may be found in gsLearn. Contact volunteerlearning@girlscoutsaz.org with any questions.

Once the Stripe platform is set up, you can use the form solution Cognito to create any forms needed by your Service Unit. Cognito is used by council, so we will be able to help you build forms as needed as well as troubleshoot any issues that arise. The free Cognito account should be enough to meet your needs, however if you find that you need to expand from the free account, we do ask that your Service Unit covers those costs.

Independent Girl Member (IGM) Finances

The Finance Specialist should work with the Service Team IGM Coordinator to ensure that IGM girls/families have an understanding around Council financial procedures and policies. IGM Girl Scouts do not have their own bank account. Funds from the Fall Sale and Cookie Program are deposited into the Council IGM Bank Account <https://bit.ly/39GQzkg>. Girls are issued credits on a program card.

- » Fall Sale - <https://bit.ly/2YAclOi>
- » Cookie Program - <https://bit.ly/3tjoQhh>

IGM Program Credits can be used to do the following:

- » Payment towards council or service unit sponsored activity, including camp.
- » Council sponsored third-party program
- » Membership Registration
- » GSUSA Travel Destinations
- » Purchase items in the Girl Scout Council Shop,
- » [GSUSA Shop online through a certificate](#)
- » Reimburse the cost of fulfilling the requirement for a Girl Scout High Award or Take Action project.

To make a payment for a council event using IGM Program Credits, complete the [Program Credit Redemption Form](#) or contact Customer Care at 602-452-7030. To attend a Service Unit or non-council

sponsored event, an IGM parent/guardian pays for the event and then submits the registration confirmation letter with the redemption form or reimbursement.

IGM Program Credits should be treated like cash and cannot be replaced if lost.

In the situation that an IGM would like to host a money earning activity to raise funds for a Take Action project or Destination they first submit a [money earning project approval form](#). Cash donations may be deposited into the local Service Unit bank account and dispersed as needed.

[Charity Go Fund Me](#) (Crowdrise for nonprofit) account to raise additional funds for a Gold Award Take Action Project only. Contact the Gold Award committee for guidance and permission upon submitting a project budget. More information on High Award money earnings can be found in the [Silver & Bronze Money Earning Overview](#) and the [Gold Award Money Earning Overview](#)

Receiving Service Unit Donations

Solicitation of Funds

Girl Scouts–Arizona Cactus-Pine is a charitable/public non-profit organization. To protect this status, the council has created strict guidelines governing solicitation. You should be familiar with the solicitation policies:

- » Service units and troops are not allowed to solicit money.
- » Service units and troops may accept unsolicited donations from community and civic organizations.
- » Girl Scouts are not permitted to fundraise for any other organization as representatives of Girl Scouts. Girls are encouraged to help organizations with service projects and can donate a portion of their troop funds to organizations.
- » Girl Scouts may donate money from their troop/Service Unit funds to organizations they view as worthwhile provided they will have enough money remaining for programming and activities.

Monetary Donations

From a legal perspective, Troops and Service Units are a subdivision of the Council, and Councils are the only distinct legal entity and the only entity with a tax exemption. Therefore, Girl Scout Troops/Service Units have no independent existence for tax purposes. Councils must supervise the fundraising activities of Troops/Service Units to ensure they engage in appropriate fundraising methods, so the Council can document that the funds raised comply with donor and IRS-required substantiation.

Per GSUSA Blue Book, direct solicitation of cash is not allowed. Troop funds can be raised through product sales (Fall Product and Cookie Program) or through approved money-earning projects.

When monetary donations are made to Troops/Service Units, GSACPC has established the Troop Turnaround process.

Through the Troop Turnaround, monetary donations to troops and Service Units are processed through the Council and allocated to the troop bank account. Fill out the [Troop Turnaround Check Request form](#) and submit it along with the check to the Council office for processing.

In-Kind Donations

Council oversight of donations also applies to in-kind donations. In-kind donations require the donor fill out the [GSACPC In-Kind Form](#). Representatives of the organization (including troop leaders/volunteers) receiving the in-kind donation may not fill out the form, even if they have the knowledge to do so. This allows GSACPC to remain IRS compliant in that we have not assigned any value to the in-kind donation. Please refer to IRS Publication 526 for more information about this.

See the Troop Turnaround and In-Kind Donation Instructions in the [Troop Money Management Guide](#).

Service Unit Money Earning/Fundraising

The Service Unit should use its GSACPC provided funding to support their business expenses.

Effective October 2017, Service Units may participate in business fund raising opportunities such as restaurant nights, skate nights, etc. These opportunities must only run for one day/night and may not include opportunities such as Amazon Smile or Fry's Community Rewards. Service Units may do two fundraisers per membership year and must include a recruitment booth or opportunity at the event. This event may only be advertised within your Service Unit boundaries. If your Service Unit wishes to participate in a fundraising opportunity, fill out the [Service Unit Fundraiser](#) form one you get event organized. All requests for events as money-earning projects must include a [Troop/Service Unit Event Budget \(PS-05\)](#).

The service unit may not participate in any other money-earning activity. Service Unit events cannot be used to make a profit.

Financial Assistance for Girls and Adults

Girl Scouts is open to all girls and adults regardless of their ability to pay. To encourage participation, GSACPC budgets money to help girls and adults who need financial assistance to participate in Girl Scouts. For more information see the Financial Assistance section of our website for details and instructions.

Supporting Proper Money Management In Troops

Troop Money Management

An essential part of the Girl Scout Leadership Experience (GSLE) is to help girls choose activities, set goals and coach them through earning and managing money. With these experiences, girls learn valuable skills, that will serve them throughout their lives. As a Service Unit Finance Specialist one of your primary functions is to provide guidance to Troop Leaders regarding troop finances and ensure bank accounts are properly set up and managed.

Money earned by or donated to a troop becomes that troop's property and does not belong to individual girls, volunteers, parents, and guardians. Funds used should equally benefit all members of the troop, not individuals.

When a troop disbands, merges, or splits, money should be divided according to the terms outlined in the [Troop Money Management guide](#). Money can only be dispersed to troops, GSACPC, or converted into IGM program credits; it cannot be given to girls, volunteers, or parent/guardians.

Troop Bank Accounts

All requirements for opening a new troop bank account can be found in Troop Money Management. Troops are required to have a bank account if they participate in Council Product Sales programs. Each account must have two un-related signers, both of whom must be registered to the troop they are serving as a signer. Each signer must have a current approved background check on file with the Council.

New troop bank accounts will be given \$100 in starter funds. We ask that those new troops leave \$100 in their account when they disband. Troops will not receive their funds until view access has been granted to the council.

Troop Financial Reporting

GSACPC requires annual reporting of the troop finances, by completing and submitting the [Troop Finance Report](#) located in the Volunteer Toolkit, no later than June 30 each year. Troop Volunteers who do not have

access to the Finance Report in the Volunteer Toolkit must contact Customer Care at 602-452-7030 for assistance or complete the offline Troop Finance Report available in the [forms and documents](#) section of the Council website. If an offline report is necessary, troops must submit the completed form to banking@girlscoutsaz.org, the Service Unit Finance Specialist, and the Member Support Executive. New Leaders should refer to the [Troop Money Management guide](#).

The Troop Finance Report contains a detailed record that can help Troop Leaders track their income and expenses throughout the year. This form is provided for Troop Leaders; however they may use other spreadsheets or bookkeeping software. The detailed accounting of the troop's year should be attached to the Troop Financial Report each year.

In cases where an adult is serving in multiple troops, they need to have separate bank accounts and complete a finance report for each troop. Funds should not be co-mingled.

The Service Unit Finance Specialist will have access to a box.com folder with a report of all current accounts and signers as well as their view access login information. This report should be reviewed regularly to ensure the troops are still active and the signers have active membership and background checks. Access will be given to Finance Specialists once we have received a signed position agreement. If your Service Unit Finance Specialist does not currently have access to the box.com folder, please email volunteerlearning@girlscoutsaz.org.

Disbanding Troops

Troops that decide not to continue are asked to complete the [disbanding troop form](#). In addition, troops that formed after October 2019 received \$100 start up funds are asked to leave \$100 in their account.

All bank accounts should be closed by council banking and any financial supplies should be destroyed.

Sharing Proper Money Management

There are numerous ways that you can help leaders learn the ins and outs of troop financial management. These include:

- » Leading a roundtable at a leader meeting.
- » Provide training at a Service Unit monthly leader meeting using a Short and Snappy. *See resources section of this manual.*
- » Use every occasion to remind Troop Leaders that you are available to answer questions.
- » Offer finance clinics at Service Unit events. These are opportunities where Troop Leaders can sign up for individual meetings with you to discuss their financial issues, concerns, and questions.
- » Volunteer to teach a troop about budgeting and other money issues. Very often troop leaders will bring up their questions before or after these sessions. Plus, you will be teaching the girls very important life skills.
- » Create your own ideas and strategies.

Leader Meetings

To be successful the Finance Specialist must take an active part in the Service Unit and regularly attend Service Team and Leader meetings.

When Troop Leaders regularly attend Leaders Meetings, they feel more informed, prepared and supported. One way to get more Leaders to attend is to provide small enrichment workshops/classes at the meeting such as [Short and Snappy's](#). When people are receiving useful information, it makes it "worth their time" to attend. Keep an eye on the Council updates, newsletters, and Facebook pages for up-to-date and relevant information to share.

Resources

There are a variety of resources available for Finance Specialist on our website – girlscoutsaz.org/service-team-resources.

- » [Troop Money Management Tutorial](#) in gsLearn.
- » [Volunteer Essentials](#)
- » [Short and Snappy – Money Earning Projects](#)
- » [Troop Money Earning Project Approval Form](#)
- » [Financial Assistance Application](#)
- » [In Kind Donation Form](#)
- » [Troop Transition Form](#)
- » [Turnaround Check Request](#)

Most of all THANK YOU for your dedication to Girls Scouts and Girl Scouts–Arizona Cactus-Pine Council!

QUESTIONS? Contact the Volunteer Support Team at volunteerlearning@girlscoutsaz.org.

Addendum

Excerpts from a GSUSA document, “Risk Alert – Guidance on Private Benefit”

A directive discussed how benefits are given to participants, which could be considered a private benefit to that participant and could also result in the organization losing its tax-exempt status altogether. GSUSA legal counsel researched the impact on Girl Scout activities. While there are implications to Girl Scout activities, they also ran across an IRS information letter that concerned a Boy Scout Pack requesting guidance on using raised funds. The IRS took the position that using the money raised in various fundraising activities to further the Scouting program was in accordance with their exempt purpose, but the creation of a reserve fund for individual boys within the Pack (i.e. earmarked accounts) may not be compatible with continued tax exemption.

Understand that this is a risk management issue that won't only impact the tax situation of individuals but can impact the tax exemption of the council and could possibly affect the brand and tax-exempt status of all councils nationwide.

Troop Donations by Families: from IRS Publication #526

“Contributions from which you benefit – If you receive or expect to receive any financial benefit on making a contribution (even to a qualified organization), you cannot deduct such contribution from your income.

Examples are – contributions for lobbying a particular legislation, cost of raffles, bingo, lottery, contributions to a retirement home for room, board or admittance. Contributions which are indirectly benefiting you or your family members are also not eligible.”

So, payment of dues or a contribution to a troop by any family member that might benefit a related Girl Scout in the troop is treated as their personal expense, not a qualifying charitable donation. Troop donations cannot be specified for use by a particular Girl Scout. However donations to the Girl Scouts, particularly the Family Partnership, are always welcome! To inquire about how to make appropriate donations, contact funddevelopment@girlscoutsaz.org.