



Procedures for Opening a Troop/Service Unit Bank Account

Every **Troop/Service Unit** must have a checking account opened under Girl Scouts of Northern New Jersey's name and tax identification number. All bank accounts are required to have a **minimum of three registered, approved adults as signers.**

For Troop Accounts, one signer must be the SUM/Treasurer or other designated Service Team member.

The troop checking account should read:

**Girl Scouts of Northern New Jersey
Name of Service Unit
5 Digit Troop #####**

For **Service Unit Accounts**, three members of the Service Team, including the Service Unit Manager, must be signers. No board members, board committee members, or staff members will be signers on troop or Service Unit accounts. The signers **should not** be related to each other by blood, marriage, or relationship.

New troop leaders will be able to request a bank letter & follow procedure after they have:

- Been appointed by the SUM or GSNNJ Council staff
- Completed membership registration
- Completed the Criminal Background Check process
- Attended New Leader Orientation training, &
- Received a troop number

All Girl Scout funds should be deposited into the troop or Service Unit checking account.

- **Never mix Girl Scout funds with personal funds.**
- Do not hold the cash to be used for future purchases.
- Troop/group or Service Unit checks of \$249 or lower need only one signature.
- Troop/group or Service Unit checks of \$250 or more require two signatures.
- If a volunteer is being reimbursed for expenses, he/she cannot sign the reimbursement check. Receipts must accompany any request for reimbursement. Receipts should be retained with troop or Service Unit financial records.
- **Troop/group credit cards are not permitted.**
- Troop/group **debit cards** may only be used for payment to GSNNJ for the following: membership registration, Council shop purchases, program registration, troop camping, Council-wide events, or Council training registration.
- **Bank statements** should be sent to a **designated volunteer's address** and reconciled monthly.
- **Troops** must submit an **Annual Finance Report** completed in the Volunteer Toolkit under the Finance Tab along with a copy of the June 30th bank statement.
- **Service Units** must submit an **SU Annual Finance Report form** for compilation and submission to their designated Troop Support Manager. A copy of the June 30 bank statement must be attached to the annual financial report. The form can be found by using the Search Bar>Service Unit Finance Report Form.
- **Funds for Girl Scouts** who are registered **independently** and not part of a troop/group are **held** in the **Service Unit account.**
- All Troop/Service Unit checking accounts **may be subject to review by the GSNNJ Desk Audit Committee.**

Questions? Please contact Customer Care at 973-248-8200.



Girl Scouts of Northern New Jersey Bank Letter For New Troops Only

Date: _____

Contact Name & Tel. #: _____

Bank Name: _____

Bank Fax #: _____

Address: _____

Bank Email: _____

Service Unit Name: _____

Troop Number: _____

To Whom It May Concern:

Girl Scouts of Northern New Jersey has authorized the following new signers for Troop # _____:

New Signers	
Leader Name	
Leader Name	
Treasurer/Service Unit Mgr.	
Service Unit Volunteer	

Please mail bank statements, debit cards, or other bank related items to:

Leader Name	
Address, Zip	
Email	

Please do not mail information related to this Troop account to any GSNNJ Office.

The Troop Check should read:

Girl Scouts of Northern New Jersey
Name of Service Unit
Troop XXXXX

- Do not imprint troop checks with personal names, addresses, and/or phone numbers.
- The bank signature card must have at least three signatures
- The Tax Identification number for Girl Scouts of Northern New Jersey is 221512252.

If there is any further information needed, please contact **Customer Care at 973-248-8200** or email at customercare@gsnnj.org

Sincerely,

Judy Ginty

Judith Ginty
Director of Customer Care & Troop Support
Girl Scouts of Northern New Jersey
95 Newark Pompton Turnpike
Riverdale, NJ 07457



Girl Scouts of Northern New Jersey Bank Letter For Changing a Girl Scout Bank Account

Date: _____

Contact Name & Tel. #: _____

Bank Name: _____

Bank Fax #: _____

Address: _____

Bank Email: _____

Service Unit Name: _____

Troop Number: _____

To Whom It May Concern:

Girl Scouts of Northern New Jersey has authorized the following changes for Troop # _____:

Current Signers	Remove Signers	New Signers

Please mail bank statements, debit cards, or other bank related items to:

Leader Name	
Address, Zip	
Email	

Please do not mail information related to this Troop account to any GSNNJ Office.

The Troop Check should read:

Girl Scouts of Northern New Jersey

Name of Service Unit

Troop XXXXX

- Do not imprint troop checks with personal names, addresses, and/or phone numbers.
- The bank signature card must have at least three signatures
- The Tax Identification number for Girl Scouts of Northern New Jersey is 221512252.

If there is any further information needed, please contact **Customer Care at 973-248-8200** or email at customer care@gsnnj.org

Sincerely,

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www.gsnnj.org