



# Procedures for Opening a Troop/Service Unit Bank Account 2020

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 30 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 [customercare@gsnnj.org](mailto:customercare@gsnnj.org) or call 973-248-8200.



# Girl Scouts of Northern New Jersey Bank Letter New Troops - 2020

Date: \_\_\_\_\_

Bank 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	Email Address
Leader Name		
Leader Name		
Treasurer/Service Unit Mgr.		

**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 further information is needed, please contact [customercare@gsnnj.org](mailto:customercare@gsnnj.org) or call 973-248-8200.

Sincerely,

*Judy Ginty*

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

**Please Note:** Email this completed form to [customercare@gsnnj.org](mailto:customercare@gsnnj.org) Subject: Troop/SU Bank Account. Once the information has been received, a letter will be sent to the bank with a copy to the leaders/signers, along with GSNNJ's Certificate of Merger & Tax-Exempt Certificate. After the bank receives the letter, the leaders must call & schedule a convenient time to go to the bank with the Service Unit Manager/Treasurer to sign the necessary paperwork to open the new account.

**Questions? Please call Customer Care at 973-248-8200**



# Girl Scouts of Northern New Jersey Bank Letter Changing a Girl Scout Bank Account 2020

Date: \_\_\_\_\_ Bank 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	Email Address

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

<b>Leader Name</b>	
<b>Address, Zip</b>	
<b>Email Address</b>	

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 further information is needed, please contact [customercare@gsnnj.org](mailto:customercare@gsnnj.org) or call 973-248-8200.

Sincerely,

*Judy Ginty*

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**Director of Customer Care & Troop Support**  
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**Please Note:** Email this completed form to [customercare@gsnnj.org](mailto:customercare@gsnnj.org) Subject: Troop/SU Bank Account. Once the information has been received, a letter will be sent to the bank with a copy to the leaders/signers, along with GSNNJ's Certificate of Merger & Tax-Exempt Certificate. After the bank receives the letter, the leaders must call & schedule a convenient time to go to the bank with the Service Unit Manager/Treasurer to sign the necessary paperwork to open the account.

**Questions? Please call Customer Care at 973-248-8200**