

Checking Account Guidelines: GSCBC, Inc. Service Unit 36

All accounts should be listed at the bank in the following manner – Girl Scouts of the Chesapeake Bay Council, Inc. Troop #... Do not have your address or the age level of the troop printed on your checks.

You must use the GSCBC, Inc Federal ID number on your account. If you don't have this information you can get it from the Service Unit Treasurer (also below).

The SU requests that all troop checking accounts be at either People's Bank of Kent County Maryland, PNC or The Centreville National Bank of Maryland. If the troop chooses to use PNC the signature card must be at one of the office branches in Kent County Maryland or in Queen Anne's County at the Centreville, Church Hill, Crumpton or Sudlersville branch office.

There must be at least 4 signers on every account – two (2) from the Troop and two (2) from the current Service Team. The Service Unit Auditor is the only Service Unit Team person who is not allowed to be a signer on any Troop checking accounts.

GIRL SCOUTS OF THE CHESAPEAKE BAY COUNCIL, INC. FINANCIAL GUIDELINES FOR TROOP/GROUP LEADERS

I. SETTING UP YOUR TROOP/GROUP BANK ACCOUNT

When setting up your troop/group's bank account, select a bank that is convenient for you and your co-leader. After you have selected the bank that meets your needs, open a checking account (NOT A SAVINGS ACCOUNT) in the name of Girl Scouts of the Chesapeake Bay Council Troop/Group (fill in your troop/group number). The Council's Tax Identification Number (51-0064337) should be used in place of a Social Security Number. The account is not a corporate account even though it has the Council's name in the title. The bank will provide you with a signature card that you must complete to let them know who will have check signing authority to spend troop/group funds. As a form of cash control and protection, the following persons should be listed on the signers' card: Troop/Group Leader, Troop/Group Co-Leader, and Troop/Group Treasurer (if your troop has one).

Note: Although GSCBC, Inc. recommends that no Service Team members be on troop accounts because of the financial responsibility that it puts on that Service Team person, SU 36 has decided to continue requiring that two signers on the troop account be from the Service Team.

- If a Troop is leaderless (no one registered in the 01 position) as of October 1st and the SU Treasurer does not have the troop checkbook in hand the account will be closed by the SU or GSCBC.
- If a leader knows that they will not be continuing with a troop they should notify the SU Manager ASAP and then all the troop materials; i.e. craft supplies, books, badges, girls records, checkbook, bank statements etc..., should be turned into a Service Team member within two weeks after the leader has completed her last troop activity of the scouting year. If the SU has not received these items from the retiring leader by October 1st then a letter will be sent requesting these items be returned.
- If a troop becomes inactive the account will be closed and any money left in the troop will be deposited into the SU account to be used as the SU Team sees fit to benefit the Girl Scouts and Adult Volunteers in the SU.