girl scouts of nypenn pathways

Bank Account and Payment Policy Agreement

- All account signers and persons handling bank statements or troop money must have a current Girl Scout membership and eligible background check on file. Account signers may not be related or live in the same household.
- Once the account is opened, an official ACH (Automatic Clearing House) letter, or the bank signature card must be emailed to troopbanking@gsnypenn.org.
- Two troop debit cards are authorized. However, one signer should be making all purchases and the other signer reconciling the bank account each month. Two debit cards allow flexibility for signers to change either of these roles as needed.
- Each troop and service unit must maintain detailed records of expenditures, and all receipts for purchases/debit charges. Cash will be used only for emergencies or when other forms of payment are not accepted and require a receipt.
- No personal expenses or other personal banking activity will occur through the troop bank account.
- No one will write a check reimbursing themselves for expenses with troop funds at any time.
- Troops and service units are responsible for submitting an annual financial report that covers transactions from May 1 – April 30 every year. Leaders who do not submit a financial report are in jeopardy of being released as a volunteer and the troop account may be closed out.
- Girl Scout staff can call for an audit of the troop bank account at any time. This includes requesting information from the financial institution as needed.
- All transactions between Girl Scouts of NYPENN Pathways (GSNYPENN) and any bank accounts opened under the GSNYPENN Federal Tax ID will be done by an Automatic Clearing House (ACH).
- An ACH schedule will be provided by Product Sales for each program and will be available on our council's website www.gsnypenn.org.
- I will notify Council to request an extension whenever funds are not available to cover Product Program ACHs (Automatic Clearing House) no later than 2 business days prior to the scheduled ACH.
- I will be held financially responsible for any outstanding debt owed to the troop or Girl Scouts of NYPENN Pathways.
- I will notify Council if I am unable or unwilling to be a signer on this bank account to arrange for my replacement.
- Bank account closures are to be handled by Council and unless requested by Council, signers are not to close the bank account.
- Failure to account for funds will be considered misappropriation of funds and may result in being released from volunteer positions, civil and/or criminal prosecution for the amount owed plus attorney fees and court costs.

I understand and agree to abide by the banking policies and responsibilities outlined above:

Service Unit:	Troop Number:
Full Name:	Volunteer Position:
Address:	
Phone Number:	Email:
Signature:	Date: