

# TROOP DOLLARS

## TROOP BANK ACCOUNTS

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1. Responsibility for money is shared by leaders and girls. Keep your personal money and the troop money separate. (Please be aware that personal use of troop funds is a criminal offense.)
2. Bank account should be opened as:  
Girl Scouts of Middle Tennessee troop # \_\_\_\_\_, Service unit # \_\_\_\_\_.
3. Use Girl Scouts of Middle Tennessee's identification number when opening your account.  
Girl Scouts of Middle Tennessee's tax identification number is 620589380.
4. Look for a bank that will not place a service charge on the account.  
If a bank requires a letter of authorization, use the Letter of Authorization form.
5. Have at least three signatures on the account. The first signature must be the troop leader, the second must be the troop treasurer or another registered adult member and the third signature must be your membership manager.

### Bank Account Signature Cards

The primary address should be the leader's address or the person who will be receiving the bank statements. In some cases, this is a person designated by the service unit.

The secondary address should be Girl Scout's main address and phone number: 4522 Granny White Pike, Nashville, TN 37204, (615) 383-0490. This information relates to the Girl Scout's ownership of the accounts. No other documentation from a Girl Scout staff member should be required since the bank will have the Girl Scout's federal tax identification number in order to open the account. See #3 above.

### Important Facts

The USA PATRIOT Act of 2001 requires that banks of financial institutions know their customers. (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act)

The financial institution must verify the identity of any person seeking to open an account by obtaining customer identification that includes: name, date of birth, address and identification number (a taxpayer I.D. number).

Girl Scouts of Middle Tennessee is the owner of all Girl Scout troop checking accounts:

1. Girl Scouts of Middle Tennessee is a 501 (c) (3) organization.
2. Troops use the Girl Scout's identification number to open troop bank accounts. See #3 above.

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## REPORTING TROOP INCOME

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The *Troop Financial Record* is provided for every troop to use in keeping records of income and expenses during the school year. An accurate record of expenditures must be retained by the troop leader. Canceled checks, receipts, tickets, monthly bank statements, etc., should be retained.

By July 1, complete the *Troop Financial Record* and submit a copy to your service unit manager along with a current troop bank statement for auditing purposes. Girl Scout's chief operating officer will request a sample of the troop financial records along with all documentation to review as part of Girl Scout's annual audit.

## SUBMISSION INSTRUCTIONS

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Each troop leader needs to fill out the troop bank account information below and return it along with a current troop bank deposit slip to your membership manager when an account is opened.

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## TROOP BANK ACCOUNT INFORMATION

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Today's date: \_\_\_\_\_

Troop #: \_\_\_\_\_ Service unit #: \_\_\_\_\_

Leader's name: \_\_\_\_\_

Which bank has your account?: \_\_\_\_\_

How is it listed? (name on checks, address, etc.): \_\_\_\_\_  
\_\_\_\_\_

Account #: \_\_\_\_\_

Names on signature card: \_\_\_\_\_  
\_\_\_\_\_

Does this bank place a service charge on the account?  Yes  No

Please attach a current troop bank deposit slip.