



Service Unit Finance Representative

Summary

The Service Unit Finance Representative plays an important role by ensuring Girl Scout funds are maintained and recorded properly, completely and timely, as well as creating a positive culture of financial literacy and financial health. The Finance Representative is responsible for year-round management of service unit funds and financial records as well as provides financial support, guidance, reassurance and education for all volunteers within the service unit.

Responsibilities/Duties

- Ensure service unit and troop funds are used only for Girl Scout related activities.
- Educate service unit and troops about budgeting and recording Girl Scout funds.
- Support troops in submitting proposals for fundraisers to the Girl Scouts of Utah by reviewing and signing proposals prior to their submission to council.
- Maintain service unit financial records as outlined in the council record retention policy.
- Report to council staff of any service unit and/or troop financial issues or concerns.
- Complete and submit the Service Unit Annual Financial Report and Summary along with Troop Finance Reports to Girl Scouts of Utah Finance Department by July 30.

Service Unit Finances

- Primary signer on all service unit level bank accounts.
- Make sure that the service unit is banking with a council approved banking institution.
- Develop yearly service unit budget in collaboration with the service unit team.
- Maintain the day-to-day custodianship of the service unit checking account.
- Reconcile the service unit bank statement within 10 days of receipt.
- Provide a service unit financial report at each service unit leader/volunteer meeting.
- Maintain inventory of all Girl Scout items owned by service unit.
- Coordinate with the Service Unit Events Representative to manage payments, activity credits, and event budgets.
- Review financial reports for all council sponsored events within two (2) weeks of event.

Troop Finances

- Mentor and support troop leaders on completing their Troop Annual Financial Report.
- Review each troop Financial Report and bank statement to verify accuracy and consistency.
 - Troop leaders are expected to submit finance reports directly to the Service Unit Finance Representative no later than June 30.

Benefits of Service

- Develop financial management skills
- Develop organizational and leadership skills

Term of Appointment

Appointed by Volunteer Support Specialist and reappointment based on annual evaluation. This position is a minimum two (2) year commitment and is renewable for a second consecutive term, for a total of four (4) years of service. The Girl Scouts of Utah council, in conjunction with the service unit team, will perform an annual evaluation of each service unit team member.

Council Support

- Volunteer Support Specialist
- Volunteer Support Manager
- Training & Development Coordinator
- Council Finance Department

Resources

- Troop Finance Report
- Service Unit Finance Report
- Service Unit Budget
- Service Unit Guidebook
- Service Unit Planning Packet