

SERVICE UNIT FINANCE OVERVIEW

The **Service Unit Finance Representative** is responsible for ensuring that all financial transactions, records, and reports for the service unit are conducted per GSU policy and procedures.

- Service Unit Finance Reps should have the ability to oversee, track, and report on the expenses and income of their service unit to meet the council's standards.
- Service Unit Finance Reps should refer to their position description for an outline of the general responsibilities.
- Other resources include **Safety Activity Checkpoints**.
- Service Unit Finance Reps are strongly encouraged to assist in training of and support for Troop Leaders in managing troop money by providing an annual mini training at the service unit meeting.

Budgeting:

The Service Unit Finance Rep, with the support & collaboration of the Service Unit Manager and/or other members of the Service Unit Team, should:

- Review the proposed plans for the upcoming year to assure that the planned expenses do not exceed the income for the year and
- Monitor spending and assure that all those who use service unit monies understand and meet the expectations and responsibilities that come with using these funds.

Reporting:

A finance report should be given at each service unit team meeting, summarizing financial activity of the past month and how actual income and expenses are progressing. In addition, the Service Unit Finance Rep is required to submit an annual finance report to Girl Scouts of Utah. The report must meet basic accounting standards, as it will be provided to independent auditors for the annual audit of the council's finances.

Requirements for this report are as follows:

- The Service Unit Finance Rep must complete a [GSU Service Unit Finance Report](#) and submit it to council by June 30 of each year. This report can be found on the GSU website or contact your Membership Support Specialist for a copy.
- A detailed listing of all expenses and income must accompany the finance report.
- Finance Reps are encouraged to use the Income & Expense Ledger and the Event Evaluation Report to list transactions.

- Receipts for all transactions must be submitted along with the annual finance report.
 - Collect original receipts for all reimbursements.
 - Itemize each receipt on the ledger and on the event report if it is for an event.
 - Every receipt should be for service unit-related purchases only.
 - Personal and/or troop-related purchases should be separate.
 - For security reasons, volunteers need to black out any personal account numbers before submitting receipts.
- Service Unit Finance Reps need to work closely with all members of the team to assure that receipts and deposits are submitted as soon as possible after the event. This will help the Finance Rep complete and submit the annual finance report with questions about the annual report or requirements.
- **REMINDER:** Venmo transactions are prohibited with Girl Scout bank accounts.

Note: Consult GSU's Finance Department, finance@gsutah.org, with questions about the annual report or requirements.

SERVICE UNIT ALLOCATION OF FUNDS

Service units are not independently recognized non-profits; therefore, they are not permitted to engage in separate fundraising activities. To cover expenses incurred during the course of doing business, Girl Scouts of Utah provides service units with an annual allocation of funds calculated based on the number of packages of cookies sold by troops & girls within the service unit during the Cookie Program.

Allocation of funds **MAY** be used on the following expenditures:

- **Girl Programs:** girl programs or events such as Day Camp, World Thinking Day, Cookie Rally, badge or skill-related workshops, Never the Same Weekend, and Bridging or Rededication/Investiture Ceremonies.
- **Recruitment/Retention:** fees and supplies for recruitment or retention events.
- **Troop Start-up Funds:** Funds for new troops to get started; can be used for: supplies, volunteer memberships, training, etc.
- **Adult Recognition:** recognition of adult volunteers and leaders/co-leaders at the service unit level.

- **Girl Recognition:** recognition of Bronze, Silver, or Gold Award achievements.
- **Lifetime Membership for graduating Ambassador girls:** Girls who have dedicated a significant amount of time to Girl Scouts should have the option to stay connected. Note: Gold Award recipients are gifted a lifetime membership from council.
- **Administrative Costs:** such as postage, stationary, meeting supplies, copies, rental of meeting space for meetings.
- **Food and Beverage:** for girl events and volunteer meetings or trainings.
- **Service Unit Team Training:** registration fees for council-sponsored trainings or other trainings that benefit the service unit as a whole (for example Leadership Summit).

Allocation Funds may NOT be used on the following expenditures:

- **Activity Scholarships/Sponsorships for girls:** council provides a number of scholarships and sponsorships in the way of camperships, financial aid, and other types of scholarships for girls to attend a variety of girl-related council programs.
- **Travel/Trips:** troops should use troop funds earned during Product Program sales, money-earning activities, and fundraisers.
- **Mileage:** mileage costs for volunteers.

In order to ensure that girl money is not used for adult expenses, allocation expenditures should not exceed the amount provided by the council each year.

Note: Contact your Membership Support Specialist or the Volunteer Support Manager if questions arise regarding the use of allocation funds.

SERVICE UNIT EVENT FUNDS

Service unit events for girls should fit within the service unit's annual budget. Event budgets should follow the guidelines laid out in the Event Representative's training and should be limited to only those costs that are necessary in order to carry out the event since these costs will be directly passed on to the girls.

- Service Unit Event Reps should submit an estimated budget to the Service Unit Finance Rep for approval before any spending occurs. The Service Unit Manager may want to assist the Finance Rep in reviewing these budgets.
- Event Evaluation & Finance Report (with original receipts attached) for all events held during the year must be submitted to the Service Unit Finance Rep in a timely manner. The Service Unit Finance Rep may set their own deadline to assure that they are received in time to be included in the annual Service Unit Finance Report.

TIPS FOR SAFEGUARDING GIRL SCOUT FUNDS AND ACCOUNTS

A Girl Scout bank account is both a privilege and a responsibility. It allows for easy, safe control of service unit and troop funds and provides a record of all financial activities so that budgeting and reporting tasks can be handled easily. It does require diligence in handling documents and records so that the troop has maximum benefit from their efforts and minimum exposure to fraud and other losses.

Safeguarding account records and documents is the best way to prevent access to funds:

- Know where your checks and records (with account numbers and signatures) are at all times and keep them in a safe place.
- Allow access to these documents and records only to signers on the account.
- Do not throw away anything that lists account numbers or shows signatures. These should be shredded or burned to destroy information. If you do not have a way to shred or burn these papers, tear them in such a way as to make the information illegible.
- Know when your statement should arrive in the mail each month. If it does not arrive on time, notify the GSU Finance Department so that they can help follow up on it and prevent it from falling into the wrong hands.
- Review your statement carefully every month to be certain that all activity is correct. Notify the GSU Finance Department immediately of any suspicious transactions.
- Balance your account each month and notify the signers of any errors they have made.

TROOP FINANCES

The Service Unit Finance Rep should offer support to troops by presenting tips, tools, and training to Troop Leaders and/or Troop Treasurers on managing troop finances. This is recommended as an annual mini training scheduled during the service unit meeting.

Troop Finance Guidelines:

- Every troop must have an approved GSU checking account set up through Wells Fargo (except where there are no Wells Fargo branches in your community).
- Troops must keep a detailed record of all troop income and expenses and submit an annual Troop Finance Report along with receipts and other documentation through the Volunteer Toolkit (VTK) Finance Tab to council by June 30 of each year.

Receipts should be kept for up to 4 years after the annual report is submitted.

- This finance report is a condition of GSU's non-profit status and is required of all troops whether they are continuing into the next year or not.
- Caregivers and Troop Leaders have access to view the troop finance information on the VTK as reported by the Troop Treasurer.
- Funds raised from the Girl Scout Product Programs will provide troops primary financial support for troop activities for the year.
 - Special training on managing product program income is provided for Troop Product Managers before each program begins.
- Troops may hold up to 2 additional fundraisers during the year. However, troops must notify the Service Unit Finance Rep that they are conducting a fundraiser AND the money earning activity must be approved by GSU's Development Dept., development@gsutah.org, prior to raising funds.
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