



Name: _____
Troop #: _____
Community: _____

Money Manager Position Description

Purpose: All account signers are **Money Managers**, responsible for maintaining accurate records and submitting required reports for all money earned or spent by the Troop/Community (Group).

My position is (check appropriate box):

Troop Money Manager

Community Money Manager

By initialing each line, I agree to the following:

_____ I will ensure that my Girl Scouts of Southwest Texas (GSSWT) membership and background check are kept current. I understand that GSSWT membership expires on September 30 of each year, and background checks expire three years from activation date.

_____ I have successfully completed money manager training within the past 12 months, and will ensure that my training is kept current by renewing at least every three years, or as changes require.

_____ I understand that the group account must have at least two qualified signers at all times. Signers cannot be related by blood or marriage, and cannot reside in the same household. If I decide to leave the group, I will notify GSSWT and the other account signer(s) in my group to find a replacement.

_____ I will use a GSSWT-approved bank and follow all procedures for opening accounts, changing accounts, adding/removing signers and closing accounts, as described in the most recent money manager training materials.

_____ I understand that group accounts are established under the GSSWT tax ID number, and are therefore property of GSSWT and subject to its guidelines and requirements.

_____ I understand that all account signers are responsible for reviewing monthly bank statements and otherwise monitoring the account. Discrepancies are to be reported to GSSWT immediately.

_____ I understand that group account signers must not write checks to themselves. One signer may write a check to the other signer for reimbursement. All reimbursements require a valid vendor receipt.

_____ I understand that third party money-transfer accounts (PayPal, Venmo, Apple Pay, etc.) are not permitted on the group account. The "Square" application is to be used only for Cookie Program transactions.

_____ I understand that **cash withdrawals are not permitted from the group account**. Withdrawing cash from the group account may result in my being released as a volunteer, and could possibly result in GSSWT filing criminal charges.

_____ I understand that **use of this account for personal use is not permitted**. Using the group account for personal expenses may result in my being released as a volunteer, and could possibly result in GSSWT filing criminal charges.

_____ I have been instructed in the proper use of the Sales Tax Exemption form, as part of my money manager training, and will train and encourage the adults in my group to save group funds by using the form for Girl Scout activity-related purchases.

_____ I am aware of the guidelines regarding the Auto-Withdrawal ACH Authorization form, and understand that my group must keep a current ACH form on file with GSSWT in order to participate in the Fall Product and/or Cookie Program. Groups who do not participate in at least one of the product programs during the year are not eligible to conduct their own money-earning events or solicitations.

_____ I have been instructed on the money-earning and solicitation policies of GSSWT, as part of my money manager training, and will abide by these policies. The Development Department must pre-approve all solicitations valued at \$250 or more.

_____ I understand that all in-kind (non-monetary) donations must be reported to GSSWT.



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Finance reports are due twice a year, by December 15th and by June 15th. The December report covers June 1 through November 30, and the June report covers December 1 through May 31. The reports will cover only these complete months.

I will ensure that the finance report is completed accurately and submitted on time, as directed in the money manager training materials and on the report's instruction page, **even if there was no activity on the account during the reporting period**. The report will include the completed and signed cover sheet, income and expenses spreadsheets, copies of bank statements and copies of receipts.

I understand that I am not authorized to close the account directly with the bank. If my group disbands, I will ensure that GSSWT is properly notified to close the bank account, and that my group submits a final finance report within 30 days of receiving the final bank statement.

I understand that group funds belong to the entire group and not to any one individual or collection of individuals within the group. Funds remaining in the account after disbanding become property of GSSWT.

Bank statements and the most recent finance report will be made available to group members and/or to girls' caregivers for review during each group meeting and at any time upon request. I understand that financial transparency is crucial.

Any and all financial documentation will be made available to GSSWT staff upon request.

I understand that failure to submit finance reports and maintain a bank account in good standing jeopardizes my group's participation in the product program, and prevents my group from conducting its own money-earning/solicitation projects or receiving donations.

I realize that the money manager training materials and required forms, as well as the most recent edition of the "Volunteer Essentials" handbook, are available for me to download from the GSSWT website for reference at any time.

I realize that the GSSWT finance department is available to answer questions and provide assistance as needed.

COMMUNITY MONEY MANAGER ONLY: I am responsible for supporting Troop Money Managers by partnering with GSSWT to guide them in correct council money manager procedures. I will be available to answer their questions and provide assistance as needed.

Method of Selection: Selected and appointed by the group.

- Accountability:**
- Troop Money Managers report to Troop Leader and Community Money Manager
 - Community Money Manager reports to Community Chair

Term: Will remain in position until removed from account.

I acknowledge and accept the responsibilities as set forth in this volunteer position description.

Printed Name _____ Date: _____

Signature _____ Email address: _____

Telephone: _____

Email to: customercare@girlscouts-swtx.org
Fax to: 210-349-2666, ATTN: Finance Dept

Mail or deliver to: GSSWT Finance Dept.
811 N Coker Loop
San Antonio TX 78216