

GUIDELINES RELATING TO FINANCE

Volunteer Essentials

The volunteer in charge of the group is responsible for the safeguarding of funds and submitting accurate records and reports to the service unit finance coordinator or staff representative.

Banking accounts are to list: GSCCC Troop # _____ and Tax ID # 54-1158412

The IRS has policies regarding withholding taxes on all non-profit bank accounts, especially any that bear interest. All interest bearing accounts will be carefully scrutinized. For this and other reasons, it is imperative that every troop/group with an interest bearing account turn in its Financial Report to the service unit finance coordinator no later than January 29, with the December 31 bank statement and the #1099 forms reporting interest earned.

INCOME	EXPENSES
<p>(1) Interest on Bank Account Interest earned.</p> <p>(2) GSUSA Membership Dues All money that were paid to the troop/group to register girls and adults.</p> <p>(3) Troop Dues Collected Money collected by the troop/group from girls and/or parents and kept by the troop/group.</p> <p>(4) Fall Product Proceeds The actual dollar proceeds amount that your troop/group earned from the product sale program (listed on your product sale paperwork).</p> <p>(5) Cookie Program Proceeds The actual dollar proceeds amount that your troop/group earned from the product sale program (listed on your product sale paperwork).</p> <p>(6) Troop Money-Earning Project Proceeds All money from approved money-earning projects conducted by the troop other than the product sale activities.</p> <p>(7) Donations/Sponsorships All money, except dues, given to your troop by parents, or by people/businesses/sponsors, service clubs, or churches to support your troop activities. All donations must be receipted through the council.</p> <p>(8) Other Troop Income Money collected not otherwise classified.</p>	<p>(9) Bank Service Charges Non-sufficient funds, service fees and check reorder charges.</p> <p>(10) GSUSA Membership Dues/Assistance All money paid by the troop to register and provide membership assistance to girls and adults as members of GSUSA.</p> <p>(11) Community Service Projects All money paid for supplies used to perform a service project. This includes craft supplies, food, photocopies, etc. Donations that the troop made to the Juliette Low World Friendship Fund or the Juliette Low Birthplace are also included here.</p> <p>(12) Product Sale (unsold products) The total dollar amount of all unsold products.</p> <p>(13) Other Money Earning The costs of carrying out approved money-earning projects conducted by the troop other than the product sale activities.</p> <p>(14) Insignia (Badges, Patches, Awards) All money paid for badges, patches, certificates, and awards received by the girls during the membership year.</p> <p>(15) Activity Supplies & Equipment All items purchased for the weekly operation of the troop/group, including such things as project supplies, food for meetings, ceremonies, parties, badge activities, photocopies, etc.</p> <p>(16) Trips/Parties Includes such things as food, supplies, and sit fees, as well as trips and excursions outside the regular troop meeting time or place.</p> <p>(17) Other Expenses These are expenses incurred not listed above. Includes such things as volunteer appreciation gifts/events, gifts for parent helpers, volunteer training fees, service unit dues, etc.</p>