

TROOP TREASURER

PURPOSE	APPOINTED BY	TERM
Maintains the troop treasury and ensures that all troop financial procedures are followed according to council and troop guidelines.	Troop Leader	One Year Renewable

RESPONSIBILITIES

RESPONSIBILITIES	<ul style="list-style-type: none"> • Be a signer on the troop bank account. New troops and existing troops with new signers complete the Bank Account Request and Signer Change Form. • Complete Troop Treasurer Online Training • Maintain the troop bank account in accordance with council guidelines <ul style="list-style-type: none"> ○ Oversee all financial income and expenses in a timely manner; such as deposits, payments, reimbursements, and product sale ACH debits and discrepancies ○ Balance and manage monthly statements, receipts, and records ○ Maintain troop financial records, documents, and receipts pertaining to the troop business for a period of no less than three years. Shred documents that have passed the required time period • Communicate and report troop financial records to girls and families monthly (preferred) quarterly (minimum) • Collaborate with girls in troop to create/maintain troop budget or spending plan • Complete the Troop Financial Report Form (TFR) and submit to Service Unit Treasurer by due date annually • Understand and follow the financial guidelines in the Money Chapter of Volunteer Essentials • Return all troop paperwork and records to troop leader at the end of term or commitment
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QUALIFICATIONS	<ul style="list-style-type: none"> • Registered & screened Girl Scout Volunteer, at least 18 years of age, who lives the values of the Girl Scout philosophy • Ability and desire to work with and serve people from diverse backgrounds • Adheres to council polices and ways of work • Able to maintain confidentiality when sensitive issues arise • Strong math skills and money handling experience • Effective oral and written communication skills • Able to maintain accurate records, Excel or similar computer skills helpful • Willingness to learn, facilitate and support the troop/group banking and budgeting process
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To complete the training for this position, go to <https://mygs.girlscouts.org/> and then click on gsLearn on the left.

APPOINTMENT

Your appointment to the above position begins _____ (date) and will continue to September 30, 20____

Troop Treasurer	Printed Name	Signature	Date
Appointed by Troop Leader	Printed Name	Signature	Date