



Valid beginning 10/1/09

This form *(per the instructions below)* authorizes the below named person(s) to open a Troop, Group, Service Unit, or Day Camp bank account in the name of Girl Scout Council of the Southern Appalachians. If at anytime this information should change, the troop will need to request a new authorization form to be presented to the bank.

Authorized Persons to open account:

Leader/Volunteer #1 _____

Leader/Volunteer #2 _____

Financial Partner

As members of Girl Scouts, we realize that any funds held in this bank account are ultimately the responsibility of the Council. Therefore, we authorize the officials to the named bank where our Troop, Group, Service Unit, or Day Camp treasury is deposited, to provide total access to any and all financial information at the written request of the Chief Executive Officer and the Chief Financial Officer. We understand that we are authorizing the closure of this account if necessary. We understand that any payment for such service will be borne by the council and not deducted or charged to the account.

The troop account must be set up as follows:

- (1) Girl Scout Council of the Southern Appalachians, Troop # _____ Report Code # _____
- (2) The Council's tax identification number: 62-0518287
- (3) Two (2) signatures of un-related adults are required on the signature card, and on all disbursements.
- (4) All bank statements should be mailed to leader's home address.
- (5) Troops/Leaders/Volunteers are **NOT** permitted Internet Banking or debit/credit cards with this account.

Council Membership Staff *(print & sign)* _____

Leader *(print & sign)* _____

Date _____

Financial Institution: please complete and return by fax to Council office.

Troop # _____ Account # _____

Names on Account: _____

Girl Scout Council of the Southern Appalachians
 1567 Downtown West Blvd.
 Knoxville, TN 37919
 Federal ID#: 62-0518287
 Phone: 865-688-9440
Fax: 865-689-9835

TROOP FINANCE & ACCOUNTING

Dear Troop Leader:

Money raised, earned, or received in the name of Girl Scouting must be authorized by a Girl Scout council or Girl Scouts of the U.S.A. and used for the purposes of Girl Scouting. Such money becomes the property of Girl Scouting and is not the property of individuals. The monies shall be expended for approved and appropriate Girl Scout programming and activities. *Blue Book of Basic Documents, 2006*

Girls make the decisions on how the money is spent with their leader's guidance. Leaders are responsible for the overall management of troop funds. Keep your personal money and the troop money separate. (Please be aware that personal use of troop funds is a criminal offense.)

Important Facts

The USA PATRIOT Act of 2001 requires that banks or financial institutions know their customers. Many banks and financial institutions verify the identity of any person seeking to open an account by obtaining customer identification that includes name, date of birth, address and identification number (usually a driver's license and social security card).

As soon as possible, the Troop Bank Account Authorization Form needs to be taken to your bank or financial institution to open your account.

Remember your financial responsibilities:

- (1) If a troop check is written with insufficient funds, some banks charge a fee of approx. \$35 or more each time the check is presented.
- (2) If the troop account remains overdrawn, another fee of \$35 or more may be charged by some banks to the account every seven days.