

By submitting this form you agree to accept this role for the current membership year.

APPOINTMENT	Name	Troop #/ SU# / Position	Date
Troop Treasurer			
Service Unit Leader			
Appointed by GSH Staff			

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

## QUALIFICATIONS

- Registered and background checked 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
- Adhere to council policies and ways of work as outlined in GSH [Volunteer Essentials](#) and [Troop Finance Guide](#)
- Knowledge of the [Girl Scout Program](#), [Safety Activity Checkpoints](#), as they apply to this role
- Able to maintain confidentiality when sensitive issues arise
- Opt in to receive GSH communications by email
- Demonstrate strong organizational and oral/written communication skills with the ability to plan, supervise, evaluate, communicate effectively, and delegate work to others

\*Volunteers under the age of 21 are not permitted to transport girls.

## RESPONSIBILITIES

- All troops that open a Troop Bank Account, must have a bank account with American Savings Bank. Special accommodations may be made for special circumstances that must be approved by GSH Council Senior Management
- See [GSH Troop Finance FAQ](#) for details to manage your account and finances
- Maintain the troop bank account in accordance with council guidelines
  - \* 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 seven 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 see details in the [Troop Finance Guide](#)
- Complete the [Troop Finance Worksheet](#) 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
- Serve as the Troop Advisor on Money Earning Activities and Service Project activities.
- Submit appropriate [Money Earning Forms](#)
- Prepare and submit the [Annual Troop Finance Report](#) to your Service Unit Leadership by June 15 annually.
- Work with Troop Bank Signatories to comply with all banking requirements for check signatures, receipts and reimbursements.
- Follow troop disbanding and Bank Account closing protocols if your [troop disbands](#) or merges with another troop.

## TRAINING

- Complete Troop Treasurer Online Training and all required training by program level as required by GSH council
- Access to a computer and the Internet and can use technology to communicate, process information and maintain records
- Must opt in to receive eBudde and GSH communications
- Attend Council scheduled meetings for this role and inform troop leadership and care givers of related information and schedules