

Troop Finance FAQ

1. How do I add/remove an authorized signer on our Troop Bank Account?

- a. Anytime your troop needs to make changes to your authorized signers, a new [Troop Bylaws](#) must be completed and submitted for approval from Girl Scouts of Hawaii Council. Authorized signers must be active Adult Members and have a cleared criminal background check with Girl Scouts of Hawaii. Once a new Troop Bylaws is completed and submitted for approval to GSH Council, GSH Council will send an approved copy of the completed Troop Bylaws and an authorization letter to the troop. The authorized signers will then need to go into any ASB branch to sign the new bank card.
- b. Please keep in mind that if a new authorized signer needs to be added that a criminal background check could take anywhere between 2-6 weeks to complete.

2. What do we do with our Troop Bank Account if we have decided to disband our troop?

- a. A troop is defined as two (2) unrelated registered adults and at least five (5) registered girls. Troops are considered disbanded when the following apply:
 - All the girls in the troop have graduated high school (bridged to adult)
 - The troop decides to no longer be active (troops must submit a Disbanded Troop Report - link to fillable PDF), troop leaders must inform their Service Unit and GSH Council.
 - The troop does not meet the membership criteria of at least two (2) unrelated registered adults and at least five (5) registered girls (exemptions to this membership criteria are approved by GSH Senior Management Team, troops must complete the [Troop Size Exemption Form](#)).
- b. When troops have decided to disband, complete the [Disbanding Troop Report Form](#). A discussion on spending of the troop funds should be girl-led. A troop can use the remaining funds on Girl Scout activities only (such as camp, journeys, badges, Council or Service Unit programs, field trips, and Take Action Projects). Any funds remaining in the Troop Bank Account upon the closing of the Troop Year will go back to Girl Scouts of Hawaii. No amount of funds may be given directly to girls, parents, or guardians. This includes any form of cash, check, or cash equivalents (such as gift cards). At no time do girls and/or adult members own the funds in the Troop Bank Account, funds are not equally divided among troop members and at no time are funds given individually to girls, parents, or guardians. Funds within a Troop Bank Account are solely for the troop and troop designated activities within Girl Scouts of Hawaii.

3. Our troop is merging with another troop, what do we do with our funds?

- a. At no time can troop funds be moved from one troop to another troop, therefore one of the troop accounts must be closed, the troop number disbanded, and troop members must be transferred to the new troop. The Service Unit and GSH Council must be informed of the merge and a Troop Finance Worksheet must be submitted prior to closing the Troop Bank Account.

4. Does our troop have to open a Troop Bank Account?

- a. Troop Bank Accounts are not required by GSH Council, however, if the troop plans to participate in the Cookie Program, collect Troop Dues, and/or participate in Money



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Earning Activities, the troop must open a Troop Bank Account at American Savings Bank. Complete the [Troop Bylaws](#) and submit to GSH Council for approval and an authorization letter in order to open your troop's bank account.

5. **Does our troop have to open a Troop Bank Account with American Savings Bank?**
 - a. Yes, 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.

6. **What do I do if I forgot my password and login credentials to our online bank account at American Savings Bank?**
 - a. Contact ASB for password and credential support.

7. **How much money should be kept in the Troop Bank Account at all times?**
 - a. Troop Bank Account Balances must be kept above a \$0.00 balance, if any Troop Bank Accounts fall to a \$0.00 balance, American Savings Bank will close the account.

8. **Who is able to be an authorized signer of the Troop Bank Account?**
 - a. In order to safeguard the girls in our care, all customers applying for a volunteer job with a Direct Primary (DP) Position Code will submit to a criminal background check. The criminal background check is a component of Girl Scouts of Hawai'i's volunteer placement procedure. It includes criminal records, searches of convictions, arrests, court records, driving records, inmate records, and sex offender registries.
 - b. Girl Scouts of Hawai'i reserves the right to disqualify a potential volunteer or restrict a volunteer's activities based on information disclosed. This includes, but is not limited to, individuals who have been convicted of certain crimes; have pled guilty or no contest to certain crimes; have been placed on probation; or are currently facing charges for certain crimes. All criminal record disputes are handled through Verified Volunteers (background check vendor). Girl Scouts of Hawai'i shall have no liability to any person for the information contained in such reports or for its actions taken in reliance upon such reports.
 - c. Girl Scouts of Hawai'i honors a background check for 5 years before requiring its volunteers to complete a new background check. However, Girl Scouts of Hawai'i reserves the right to require a volunteer to complete a new background check before the 5 year expiration date if the organization is alerted to new information that would not have appeared on a previous background check and that could change his/her status as a volunteer.

Basis for Volunteer Disqualification or Restriction

Basis for disqualification for all volunteer positions:

- Most felony convictions
- Active probation from any felony or misdemeanor
- Crime involving violence or neglect to children or the elderly
- Drug trafficking crime
- Status as registered sex offender
- Residing in the same residence as a registered sex offender



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- Depending on the nature of the conviction, any misdemeanor within the last 10 years, especially any violent crime, arson, or crime of public indecency

Basis for Volunteer Restriction of NO HANDLING FINANCES:

- Any financial crime (e.g., theft, identity theft, bad checks, etc.) in the last 10 years.

Basis for volunteer restriction of CANNOT DRIVE GIRLS:

- DUI within the last 10 years
- More than 2 driving violations in the last 2 years

*At the discretion of the Council, any volunteer who meets the criteria for both NO HANDLING FINANCES and CANNOT DRIVE GIRLS may receive both restrictions, or may be disqualified.

9. When are Troop Finance Worksheets due?

- Troop Finance Worksheets are due to the Service Unit Treasurer by 6/30 of each year.
- Troops that fail to meet the requirements will be notified of their pending-suspension status and a hold may be placed on the troop bank account. If a troop fails to comply with policies on January 1st of each year the troop accounts will be forfeited and funds will be surrendered to GSH.

10. If a troop has submitted and is approved under the new policies and bylaw requirements but needs to make a change that does not impact the 2 original online banking enrollees, does the troop need to reenroll in online banking?

- A new troop bylaw needs to be completed and submitted, however, if both enrollees remain the same please list all information and just simply indicate on the Login ID field "ALREADY ENROLLED".

11. How much can my Troop carryover in funds from year to year?

- Troops/groups are allowed to carryover funds from one membership year to the next to facilitate the participation in program opportunities year round. If the troop/group's carryover amount exceeds the carryover limit, the leader/adult-in-charge must submit, in writing, a letter requesting an exemption to the carryover limit. The request must clearly state the intended use of funds and the timeframe for use. Attach request letter to the Group Finance worksheet and Report form.

LEVEL	CARRYOVER LIMIT per girl	EXAMPLE: Group of 5
Daisy	\$100	\$500
Brownie	\$200	\$1,000.00
Junior	\$300	\$1,500.00
Cadette	\$500	\$2,500.00
Senior/Ambassador	\$500	\$2,500.00