FOR OFFICE USE ONLY
CORPORATE MANAGEMENT
ORGANIZATION & STRUCTURE
BANK INFORMATION/FINANCIAL REPORT
TROOP #_____

TROOP/GROUP TREASURY INFORMATION

Girl Scouts of Louisiana – Pines to the Gulf
1720 Kaliste Saloom Rd., Suite C-1
Lafayette, LA 70508-6140
T 337 984 1142 800 960 2093
F 337 984 2799
www.girlscoutsbayou.org

Directions: Complete Section A. Troops without a bank account complete Section B. Troops with a bank account complete Section C. Return completed form to the council service center by September 30.

A. MEMBERSHIP YEAR _____ SERVICE UNIT #_____ TROOP #_____

LEADER'S NAME_____ PHONE # (H)_____

ADDRESS_____ (W)_____
(Street) (City) (Zip)

(Cell)_____

email _____

As a member of Girl Scouts of Louisiana – Pines to the Gulf, I/we understand that any monies held by a troop/group must be administered as outlined in the following statement: "All money raised, or earned, and other assets received in the name of and for the benefit of Girl Scouting must be authorized by a Girl Scout council or Girl Scouts of the United States of America and used for the purposes of Girl Scouting. Such monies and other assets become the property of and are administered by the Girl Scout council or Girl Scouts of the USA. Such assets are not the property of individuals, geographic units, or communities within a Girl Scout council." *Leader's Digest: Blue Book of Basic Documents*, 2006, GSUSA.

B. IF NO BANK ACCOUNT: List person responsible for funds.

NAME_____ PHONE # (H)_____
PLEASE PRINT

ADDRESS_____ (W)_____
(Street) (City) (Zip)

(Cell)_____

I agree to assume the responsibility for managing and safeguarding troop/group funds.

Signature:_____ Date:_____

C. BANK ACCOUNT INFORMATION: **Four signatures required.**

BANK NAME_____ ACCOUNT #_____

BANK ADDRESS_____ PHONE #_____
(Street) (City) (Zip)

POLICY: Persons authorized to sign checks on any Girl Scout account must be registered members of GSUSA. Troop/Groups must have four signatories on bank accounts, and require two signatures per check. Only one signature per family or household is accepted as an authorized signature on each account, and one should be a member of the service unit team.

Persons authorized to sign on the account assume responsibility for the safeguarding of troop funds. We, the undersigned, also assume responsibility for any bank charges on this account because of NSF or returned checks. We understand that the board of directors has stewardship responsibilities for such funds. Therefore, we authorize the officials of the named bank in which our troop treasury is deposited to provide total access to any; and all financial information to the staff person designated by the Girl Scouts - Bayou Council Board of Directors. We understand that any payment for such service will be borne by the corporation and not deducted or charged to our troop account.

I have read and understand the above statement, and I agree to assume responsibility for managing and safeguarding troop funds.

	SIGNATURES	**DATE**
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Girl Scouts®