



Bank Account Signer Position Description

Summary: Bank Account Signers are authorized signers and account representatives listed on the troop bank account. Bank Account Signers act as stewards of the money held in the bank account and provide direct oversight to the use of troop funds. This role ensures funds are being used in support of Girl Scout activities in alignment with Girl Scouts of Colorado financial policies and in support of the planned activities and goals of the Girl Scouts registered to the troop.

Expected Commitment: Typically two to five hours per month, one-year term of appointment (October–September) renewed annually online.

Training Required: Financial Management Training (self-paced on gsLearn).

Supported: This position reports to the Troop Leadership Team and receives support, guidance, and encouragement from GSCO Volunteer Support Specialist/Membership Specialist in collaboration with local service unit volunteers.

Responsibilities:

Administrative responsibilities

- Become an authorized signer on the troop's bank account.
- Sign an annual Bank Account Signer agreement with Girl Scouts of Colorado.
- Provide administrative support and leadership in completing annual troop/group financial management practices.
 - Complete a new [ACH form](#) on an annual basis or whenever banking information changes.
 - Support Troop Leadership Team members in completing the [Annual Troop, Service Unit Report](#) in May or June of each year.
- Complete a [Bank Account Authorization form](#) whenever banking information changes.
- If your group disbands, ensure the account is closed and submit official notification of disbandment by completing the [Troop Update form](#).
- Ensure there are at least two unrelated volunteers as bank signers who have completed a background check and have a current membership registration.

Note: GSCO currently defines "related" as marriage, partnership, family, roommate. If you have additional questions, please reach out to your local staff support team.

Account management and transparency

- Maintain accurate and thorough records of income and expenses with receipts.
- Review and reconcile bank statements on a monthly basis. It is recommended that troops hold on to receipts for troop-related purchases for at least two years.
- Maintain financial transparency with troop or group funds. Records must be open to Girl Scouts, caregivers, local service unit volunteers, and council staff.
- Maintain the highest level of integrity and uphold the spirit of the Girl Scout Law – namely being honest and fair, being responsible for what I say and do, using resources wisely, and being a sister to every Girl Scout – when managing group finances.

Girl-led group finances

- Involve the Girl Scouts in your troop in managing group finances.
- Support the troop in establishing an annual budget, planning for both short-term and long-term goals.
- Ensure that troop, group funds are spent based on the consensus and decision of the group and within the scope of Girl Scouts of Colorado's financial management policies.
- Ensure that troop funds, or money earned by Girl Scouts in a troop, are used for the benefit of all troop (youth) members in pursuing Girl Scout activities. It is important to note that the funds belong to the troop, not to any

individual Girl Scout or adult member. Per IRS guidelines for charitable organizations and GSUSA recommendations, troops are prohibited from keeping separate accounts or line items for individual Girl Scouts. All funds expended should benefit all Girl Scouts (youth members) in the troop equally.

Safeguarding group funds

- Maintain an active involvement and connection with the troop. Bank signers should be engaged with the troop and aware of group activities to provide the necessary support. It is not appropriate for a bank signer to be involved with their troop in name only as this essentially allows just one bank signer full control of the account.
- Ensure that personal and troop, group expenses are never mixed. Personal and troop purchases should never be made in the same transaction.
- Ensure troop funds are never used for personal reasons or purchases. No one should ever “borrow” troop, group money for any reason.
- Report concerns or suspicion of financial mismanagement or misuse of group funds to Girl Scouts of Colorado at troopfinance@gscolorado.org.
- Keep bank records, debit cards, and financial information in a secure location.
- Ensure funds are deposited promptly to avoid loss or theft.

Qualifications/ Core Competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Communication:** Convey both written and oral communication in a clear, understandable, and appropriate manner keeping in mind the intended audience.
- **Fostering diversity:** Understand, reflect, and embrace differences.

Other requirements include:

- Become a registered member of GSUSA and successfully complete the council’s intake process, which includes a criminal background check.
- Complete required position-related training coursework as assigned and provided by GSCO.