



Training Includes:

- Position Description
- Setting up a Bank Account
- Cheddar Up Information
- Tracking Forms
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- Additional Forms

Money Matters: Troop Treasurer Training

Troop Treasurer Overview

The Troop Treasurer (TT) is responsible for managing their troop's finances. To qualify, they must be a member of Girl Scouts with a clear background check. In this role, the Troop Treasurer must be one of three signers on the bank account.

Once you take on the position, please make sure you select Troop Treasurer as a role in your myGS profile if you haven't already. This will enable you to receive the most up to date information from council regarding troop finances. The Money Matters training will help you understand the different resources available for you in your role.

If you have additional questions, please reach out to your Service Unit Finance Consultant (SUFC).

Service Unit Finance Consultant

The Service Unit Finance Consultant (SUFC) maintains financial records for their service unit while also supporting and guiding troops on proper financial management. Your SUFC is here to support you in all aspects of the GSWNY finance requirements.

Do you know who holds this position in your Service Unit? Because they are usually the third signer on all troop bank accounts in your service unit, reach out to your SUFC to open your troop bank account.

When you have troop money questions or issues, your SUFC is your first contact. They will review your troop statements throughout the year for:

- Discrepancies
- Troop profit from Product Program sales
- Troop profit from additional money earning events
- Bank fees when there shouldn't be any

Troop Bank Account Quick Tips

- Your troop bank account must be opened with your SUFC present
- There must be three signers: TT, co-leader, and SUFC/member of the SU team
- This is a checking account, with a debit card
- Please keep your troop debit card separate from personal cards
- For checks and balances, each check needs two signers
- No online banking with this account, except to review account activity
- Insure from the bank that you have access to electronic statements
- **SAVE ALL RECEIPTS** on everything you purchase for the troop
- If you can, make a copy and write what the purchase was for to keep your records accurate
- Council does random audits

Troop Finances

- All receipts and disbursements of troop funds must be processed through the troop bank account. Cash transactions are normally not permitted; cash transactions are only permitted on rare occasions when there is no other form of payment accepted.
- Troops/groups with funds in excess of \$100 must have a bank account for the purpose of safeguarding funds and continue to have an open bank account throughout the time that the troop is classified as an active troop.
- Funds are to be deposited in a troop bank account and not into a personal account.
- In addition to the Service Unit Finance Consultant's signature or other approved SU Team volunteer, each troop bank account must have two additional non-related council approved volunteer members assigned to the troop.
- The troop must have a bank account before participating in the council-sponsored product sales (e.g., cookies/nuts). Refer to the product sales guidelines for further information.
- Troop financial records, including receipts, are to be kept by Troop leader for a period of 7 years (timeline under review; you will be notified of any changes).
- **Review the *Volunteer Essentials, Chapter 5 – Finances* for additional information. Volunteer Essentials is available on gswny.org**

Changes in Troop Dynamics

If girls transfer to another Troop or register as an Independent/Juliette

- The balance in the account is divided by the number of girls active in the troop as of the transfer date. The divided amount follows the girls. Funds transfers must be requested within 90 days of the transfer date.

When an entire troop moves from one program grade level to another

- All money moves with the Troop.

If the Troop divides

- Financial reports are completed and turned into the SUFC.
- All assets are apportioned between the two treasuries according to girl membership at the time of division.
- If appropriate, see Change of Leadership below

Change of leadership mid-year

- Should there be a complete change of leadership mid-year, the outgoing leaders must submit a hard copy TFAR report to the SUFC at the time of leadership change.
- A copy of the financial report with all assets, funds, debit card(s), canceled checks and unused checks must be given to the new leader
- Outgoing leaders must coordinate with the SUFC, and bank account signers to make necessary changes to the troop/ group account.

Cheddar Up

Cheddar Up is a digital payment and tracking tool that will help your troop or service unit easily collect money online for Girl Scout activities or events.

Through our partnership with Cheddar Up, your troop or service unit bank account is linked with your Cheddar Up account so you can quickly accept online payments for expenses such as uniforms, supplies, badges, activities, outings, camp, Service Unit Campouts, or event registration.

As of the current membership year, Cheddar Up is the only acceptable digital payment platform allowed for those troops who would like to add an epayment option to their troop money collection options. Public platforms such as Venmo and PayPal are not allowed for making payments into the troop's bank account.

While Cheddar Up is an option for your troop, check or cash are still acceptable. Using this system can also help you track cash, check or credit card payments. With Cheddar Up, you may accept payments for registration, uniforms, troop camping, field trips, etc. There is no additional charge to the troop, however, there is a flat \$0.45 to the payee per electronic check and a higher fee for a credit card payment. You can find additional training at [Cheddar Up's website](#).

Cheddar Up Process

- Cheddar Up is not a Point Of Sale platform
- You send an “invoice” to the families regarding money due, from your Cheddar Up account
- Using the invoice you send, your families may chose to respond by sending an e-check to the Cheddar Up account (.45 charge – less than a U.S. stamp) or even tell you they are paying by cash or check
- This is a helpful tracking tool to insure you know which families have paid for activities or even

How to Open a Cheddar Up Account

1. Send an email to friendlysupport@cheddarup.com
2. To insure your account is opened under our GSWNY partnership and no cost to the troop, please include within the email:
 - Your name
 - “I request to receive an invitation to open a troop account with the Girl Scouts of Western New York, Troop#####”
 - Your email address

That's it! All of the Cheddar Up training videos are there for you to get started. Any problems? Email friendlysupport@cheddarup.com.

Cheddar Up Quick Tips

- As a rule, we do not encourage families to pay their Fall Sale or Cookie Program money due the troop via Cheddar Up
- If you add this digital option for your parents, you must be aware of the time it will take for processing the money, from the family's account to Cheddar Up, as well as the processing time to withdraw it from Cheddar Up, and deposit into the troop's bank account.
- Late payment due to processing days will not be a valid excuse for a delayed payment to council.
- With expedited eCheck processing, it is possible that an eCheck payment made to the troop's Cheddar Up account on Monday, could be available for withdrawal to deposit in the troop bank account on Wednesday, with actual transfer occurring within 1-2 business days. At that point the funds would be available for the troop to make payments.
- To keep e-payments consistent, troops are to only pay their product council bill from the troop's bank account through [ePayment](#) at gswny.org.

Useful Forms

To help you keep track of your financial records, we have a number of forms available for your use on our website. [Check out the Finance section](#) on our webpage to access these and more.

Troop Financial Activity Report (TFAR)

Keep consistent, up to date records for all things related to troop finances. As soon as you purchase or collect, add it to the Troop Financial Activity Report (TFAR) on the Finance tab of the Volunteer Toolkit.

The TFAR submission window is June 1 thru July 3. Please review the finance tab in VTK for the current year's submission window. You will also receive advance notice when it is time to submit.

Our best advice is to always keep up with entries as they happen to ensure accurate information and an easier submission process.

Available Finance Forms

You can access all the necessary forms for troop finances on our [webpage](#) or by contacting your Service Unit Finance Consultant.

Thank you for taking this training! Please feel free to reach out to your Service Unit Finance Consultant with any questions or call GSWNY Customer Care at 1-888-837-6410.



As the Troop Treasurer I acknowledge that I am responsible for coordinating and maintaining sound, current, and accurate troop financial records and practices and for reporting those results to the Service Unit and the council.

Responsibilities of ALL GSWNY VOLUNTEERS

- Must become a registered member of GSUSA
- Complete required background check and coursework as assigned and provided by GSWNY and GSUSA
- Be able to meet deadlines and responsibilities, and to maintain confidentiality.
- Follow the guidelines, policies, procedures, and standards of GSWNY and GSUSA.
- Be a positive voice for Girl Scouts of Western New York.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.

I affirm that I understand and agree to adhere to Girl Scout policies and procedures.

Signature

Date