

Girl Scouts of Central Maryland Service Unit Workshop

Troop Financial Management

Total Time: Approximate 60 minutes.

Break into groups as suggested in workshop.

By the end of the session, participants will be able to:

- Know basic GSCM policies and standards for Troop Financial Management
- Be familiar with the paperwork necessary for Troop Financial Management
- Be informed of Troop Money Earning procedures and name two acceptable activities

Timing	Strategies	Resources
2 min.	<p>Introduction of Topic</p> <p>Review the objectives of the topic. Explain this is not to teach them how to keep the records but to inform them of GSCM policies and information they will need to know for troop financial management. We strongly recommend that each troop appoint a Treasurer who is already skilled enough to accurately keep financial records. Troop leaders should ask parents, etc who is a whiz with numbers.</p>	
5 min.	<p>Understanding the Need</p> <p>A. Ask Group – Why do you think it might be important to have policies regarding financial management for Girl Scout troops?</p> <p>Possible Answers:</p> <ul style="list-style-type: none"> • The money belongs to the girls – adults are only the guardians of the money • Because parents expect us to be financially responsible • Because the IRS requires it <p>B. Follow Up Question – What can leaders/adults do to make sure that the standards are met? How can we make our lives or the lives of the Treasurers easier?</p> <p>Possible Answers:</p> <ul style="list-style-type: none"> • Know what the policies are • Provide original receipts and don't ask for reimbursement without them • Make detailed notes of all transactions including specifics (names of girls, projects, etc.) • Track Debit Card purchases 	
15 min.	<p>Learning the Policies and Procedures</p> <p>A. Distribute the Council Policies and copies of Volunteer Essentials (VE) – you could also just have several copies of Chapter 5 of VE available.</p> <p>B. Divide the group into teams and play Girl Scout Money Management Jeopardy</p>	<p>Council Policies and Volunteer Essentials</p> <p>Stop Watch or something similar for time keeping.</p> <p>Jeopardy Game Attached – you will need paper to denote categories and amounts</p> <p>(You may wish to also include samples of the forms for this activity.)</p>

10 min.	<p>Paperwork</p> <p>Share examples of the paperwork most commonly needed by Troop Leaders. Review why and when they would be used. Highlight any due dates. Please be sure to share that we have online submission for the Troop's annual finance report.</p>	<p>Forms (available online)</p> <p>Bank Account Information - 02-1758</p> <p>Annual Troop Group Finance Report – 02-218A</p> <p>Permission for Troop/Group Money Earning – 02-207</p> <p>Troop/Group Dues Record – 02-265</p> <p>Detailed Cash Record – 02-266</p> <p>Tax Exempt Card – 02-442</p> <p>Financial Assistance Application – 04-1121</p> <p>Guidelines for Using Troop/Group Funds – 02-209</p>
15 min.	<p>Troop Money Earning Activities</p> <p>Question for the group: The Cookie Program was created to be a troop's primary source of income. Remind the group - This is GSCM's primary Product Sale. Stress the importance of participation in the program. What are the advantages of participation?</p> <p>Answers may include: Girls love to participate People love to buy Girl Scout cookies Get your money for the beginning of the year to help with planning your budget Won't have to do any other money earning activities or have most of your money raised for your major activity – such as a trip.</p> <p>On some occasions, your troop may need to have an additional money earning activity. Please remember the following:</p> <ul style="list-style-type: none"> • All grade levels may participate in the Cookie Program, • Troops registered at the time of the Cookie Program must participate in the program in order to have any other money earning activities • Requests for money earning activities must be submitted to the Service Team 30 days prior to the event. Approval must come from the SUM and the Membership and Community Development Specialist • Money Earning activities will be suitable to the ages and abilities of the girls and will be consistent with the goals and principles of the Girl Scout Program <p>Divide the group into program grade levels and have them brainstorm on appropriate money earning activities.</p> <p>Daisies can brainstorm on ways to finance troop activities and have a reasonable budget for the troop. Some suggestions – Parent Activity Fees instead of dues for girls, each girl have a craft box with scissors, glue, etc., Inexpensive craft ideas, inexpensive/free field trips.</p>	<p>Chapter 5 of Volunteer Essentials provides ideas</p> <p>See suggestions for money earning ideas (attached)</p>
10 min.	<p>Question and Answer Time – If you're not sure of the answer, defer to your Membership and Community Development Specialist. If the answer isn't immediately available, plan to get back to the group.</p>	

Girl Scout Money Management Jeopardy

Divide group into teams. Each team should choose a team captain. One team at a time plays the game. Decide what the playing order of the teams will be.

After consulting with the team, the captain selects a category. Facilitator reads question from the Answer/Question sheet. The team should be given a limited amount of time to give the answer (your choice on amount of time).

If the correct answer is given, the team scores the points. If the response is not correct or is not phrased in the form of a question, that team does not gain the points. The other teams now have an opportunity to respond to the statement

Play continues until the categories have been selected. The winner is the team with the most points. A prize is optional.

Adapt the rules and playing methods as needed for your group.

General Finance Questions

100 Parent Permission

Answer: What is required for all girls participating in money earning activities?

200 All troops must open a bank account by this time.

Answer: What is 45 days?

300 This is used when purchasing program supplies.

Answer: What is the tax exempt card?

400 All signers on a bank account must have completed this?

Answer: What is a background/credit check?

500 They cannot be signers on a bank account?

Answer: Who are members of the same family?

600 This number is used to open bank accounts.

Answer: What is the Federal ID number 52-0780207?

700 These must be followed if you are disbanding a troop.

Answer: What are turn over all bank accounts and inventory within 45 days and complete a bank account information form.

800 \$249.99

Answer: The maximum cash donations permitted to troops/groups from a single individual or business in a calendar year.

Forms

100 This is where you can find forms.

Answer: What is the GSCM website, Troop Packet and VRC?

200 The form that must be approved before you begin to plan a money earning activity.

Answer: What is permission for Troop/Group Money Earning?

300 This form can be used to keep a detailed record of troop expenses.

Answer: What is the detailed cash form?

400 This must be submitted at the end of every year.

Answer: What is the Annual Troop/Group Finance Report?

500 June 15

Answer: What is the date the Annual Troop/Group Finance Report is due to the SUM unless otherwise set by S.U.?

600 Financial Assistance Forms must be submitted in this time frame.

Answer: What is 45 days prior to the event?

700 A bank account information form must be submitted to the SUM on these three occasions.

Answer: What is when an account is established, changed, or closed?

800 These people must be listed on form 02-1758, the bank account information form.

Answer: Who are the signers of the bank account? (must be unrelated adults)

Money Earning Activities

100 These must be suitable to the ages of the girls.

Answer: What are money earning activities?

200 They must approve all Money Earning Activities.

Answer: Who are the SUM and Membership and Community Development Specialist?

300 30 Days

Answer: What is the deadline for approval for money earning activities?

400 If there is a need, a troop may only have this many extra money earning activities.

Answer: What are two?

500 These types of money earning activities are not permitted under Girl Scout policy.

Answer: What are games of chance (raffles, drawings, bingo, etc), direct solicitation for cash or endorsement of a commercial product?

600 To whom does the income from money earning activities belong?

Answer: The troop, not individual girls.

700 These are forwarded to the Council.

Answer: What are Matching Gifts and Donations over \$250?

800 These groups may not have any additional money earning activities.

Answer: Who are any troops registered at the time of the cookie program who did not participate in the program.

SUGGESTIONS FOR MONEY-EARNING ACTIVITIES

Gingerbread Houses (by design)

Personalized T-shirts, water bottles, etc (from GSCM licensed vendor)

Personalized Calendars with troop/group photos

Santa's Secret Workshop

Troop photo sales

Hand-made greeting cards

Hand-made jewelry sales

Working a concession stand at a sporting event

Ushering at a theater

Packaged recipes

Gift wrapping

Yard sale

Babysitting at malls, churches, etc.

Yard clean-up

Gently used book sale

Face painting

Me & My Guy Dance

Me & My Special Friend Tea

Roller skating event

Ice skating event

Holiday plant sale

Birthday Party entertainment

Talent show

Can recycling

****When planning Troop/Group money-earning activities please consider all safety issues that may be involved. All activities should be age appropriate and meet Volunteer Essentials and Safety Checkpoint standards.****