

Welcome to Your Service Team Role!

We are SO excited you have chosen to be part of a key element of the Girl Scout experience in your community! Volunteers are the heart of Girl Scouts, and we are happy to have you on board in this role. As a Service Unit Team member, you are a direct representation of Girl Scouts. A well-functioning service unit increases awareness about the Girl Scout Movement, supports Girl Scout volunteers in the area, and increases the reach of Girl Scouting through membership, service, hosting events, and providing programming. These actions are critical to sustaining and expanding the Girl Scout Movement. Thank you for taking this step into leadership with GSNI, and we look forward to seeing the amazing things you do!

Service Unit Treasurer



As a Service Unit Treasurer, you will collaborate with the Service Unit Manager (SUM), Service Unit Event Coordinator, and the Service Unit Team, so you are not alone in your role! The Membership Engagement Specialist (MES) is also available for any questions or concerns. It is a team effort!

What a Treasurer Does

How a Treasurer Does It

Manage the service unit (SU) bank account	
Track expenses and deposits.	Monitor the account for expected expenses and deposits either by reviewing the transaction log or bank statements.
Ensure compliance with GSNI policies.	Review the financial training in gsLearn along with the GSNI Policies and Procedures Guide. Basic guidelines include, but are not limited to: • SU accounts must have two bank signers. Traditionally signers are the Treasurer and SUM and/or Event Coordinator. • SU accounts are treated as money in and money out, which means the service unit should not profit from hosting service unit events. • SU accounts should not carry large balances. GSNI recommends around \$10–\$15 per youth. • Incentives and bonuses earned from GSNI should be allocated as directed. For instance, the SU receives 75 cents for each youth registered on September 30 and those funds are designated for volunteer appreciation. Please refer to the GSNI Plan of Action for a list of incentives and bonuses.
Assist with service unit events	
Communicate account balances to ensure realistic budgets are created and followed.	Attend a meeting with the Event Coordinator and/or event planning committee to discuss the current bank account balance to prepare an event budget.
Deposit checks and cash.	Collect checks and cash from event registration fees and deposit into the bank account, if applicable.

Reimburse volunteers and pay vendor fees.	Coordinate a time to collect receipts from volunteers who personally pay for event supplies and write a check for the amount owed. Service unit meetings are a good time to meet. Pay vendors via check or your service unit bank card.
Confirm accurate funds are received from event registrations.	Collect the final registration numbers to compare to the amount deposited into the account. <i>*If the service unit utilizes CheddarUp or another software for events, then you could request login credentials to obtain event information.</i>
Keep accurate financial documents	
Maintain a ledger with deposits and withdrawals.	Create a spreadsheet to list each deposit and expense and include date, business name, amount, and reason for the transaction.
Reconcile monthly bank statements with the ledger.	Each month compare the monthly bank statement to the ledger to ensure accuracy.
Complete and submit the annual financial packet to GSNI.	Submit the Annual Finance Report for service units, the ledger, and 12 bank statements to your MES by June 30.* <i>*Specific submission instructions are sent out each April in the End of Year Checklist.</i>
Store financial records for three years.	Designate a secure location to store receipts, paper bank statements, and any other financial documents.

Important Topics by Month

July

- Begin monthly reconciliation for new Girl Scout year

Take a break!

August

- Attend SU Team Planning Meeting and review planning packet for deposit timeframes of potential bonuses from GSNI

September

- Confirm GSNI deposit of Service Unit Stretch Challenge bonus

October

Continue reconciliation each month

New Membership Year begins October 1

November

- Confirm GSNI deposit of 75 cents per Girl Scout and early and on-time renewal incentive bonuses

December

- Confirm GSNI deposit of Fall Product Program incentive bonus

Enjoy your holidays!

January

Cookie season begins!

February

March

April

- Ensure all fund collections and reimbursements are up-to-date

Renewal begins!

May

- Renew your role
- Confirm GSNI deposit of Girl Scout Cookie Program incentive bonus

June

- Submit Annual Finance Packet to MES
- Start a new ledger for the upcoming year