

Bank Account Information

The Policies for safeguarding Girl Scout funds set by the Girl Scouts of the Appalachian Council, Inc are as follows:

Troops, Groups, Service Units and Day Camps that have more than \$25 are expected to have Bank Accounts.

Troop, Group, Service Unit and Day Camp treasury accounts are to be opened under the Council's Federal ID Number.

Persons authorized to sign checks should be currently registered members of Girl Scouts of the USA.

Troop, Group, Service Unit, or Day Camp accounts should be titled in the appropriate manner as follows:

Girl Scouts of the Appalachian Council, Troop # _____
Girl Scouts of the Appalachian Council, Group # _____
Girl Scouts of the Appalachian Council, Service Unit # _____
Girl Scouts of the Appalachian Council, Service Unit # _____ Day Camp

The Account must have a minimum of three (3) signatures including a council staff member, and two (2) signatures are to be required on each check or withdrawal document.

Total access will be provided to any and all financial information at the written request of two (2) Girl Scouts of the Appalachian Council, Inc. officers or staff members.

INSTRUCTIONS: To open or change a bank account, please fill out the remainder of this form, and return the White and Yellow copies to the Council. Maintain the Pink copy in your troop records. On receipt of the Bank Account information form the Council staff will acquire a Corporate Resolution that the Bank will require to open the account. These are approved by the Finance Committee, which meets monthly. You will be notified when the resolution has been produced.

Some banks will allow you to open the account and make only deposits until all the appropriate paperwork is turned in. In any case a corporate not-for-profit account using the Council's Federal ID number (62-0530472) will be opened. If the bank will allow you to go ahead and open the account please feel free to do so. Please be aware that, improper or unauthorized use of a Federal ID number is punishable by law. If you or the bank staff have any questions, please contact the Finance Director at (423) 929-8185 or (800) 428-3991.

As Members of Girl Scouts we realize that any funds held in this bank account are ultimately the responsibility of the Council. Therefore, we authorize the officials of the named bank where our Troop, Group, Service Unit, or Day Camp treasury is deposited, to provide total access to any and all financial information at the written request of two (2) Girl Scouts of the Appalachian Council, Inc. officers or staff members. We understand that any payment for such service will be born by the council and not deducted or charged to the account.

My signature represents that I have read the policies set forth by the Girl Scouts of the Appalachian Council, Inc. Board of Directors and the statement above, and agree to the conditions of the same.

_____. Signed Date _____ Printed _____
_____. Signed Date _____ Printed _____
_____. Signed Date _____ Printed _____
_____. Signed Date _____ Printed _____

Bank Information

Bank Name: _____ Contact Person: _____
Address: _____ Telephone Number: _____

Account Number (if already active): _____
City, State, Zip: _____