



# Troop Bank Account Form

Policy: Each troop is responsible for financing their own troop program and shall maintain a checking account in an insured financial institution in the name of: Girl Scouts of Southern Alabama, Inc. Troop #\_\_\_\_\_. All accounts shall have at least three signatures, one of whom must be a member of the Service Team (as designated by the Service Unit Manager). All checks require two signatures.

**New troop checking accounts must be established for three business days before a check can be written on that account. Deposits to any troop account should be made three days before writing a check from that account.**

Send this completed form to the GSSA as soon as the account is opened. Also, send in a completed and updated form each time any signatories change.

## Troop Information

Membership Year \_\_\_\_\_ Association # \_\_\_\_\_ Troop # \_\_\_\_\_ S.U. \_\_\_\_\_ Date \_\_\_\_\_  
Leader Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Co-Leader Name \_\_\_\_\_ Phone # \_\_\_\_\_

## Bank Information

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_  
Checking Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

Names of persons authorized to sign checks:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Names of authorized persons on Savings Account if different from above.

1. \_\_\_\_\_
2. \_\_\_\_\_

Within one month of organization or re-organization of a troop, a troop bank account (checking, savings, or both) must be established in accordance with policy.

All troop funds remaining at the end of the school year must be maintained in the troop bank account or transferred to an appropriate account at the discretion of the Service Unit Manager.