

FINANCIAL FORMS INFORMATION SUMMARY SHEET

FORM NAME	FORM NUMB.	WHY FORM USED	WHEN FORM USED	WHO USES FORM	FORM FOUND
1. Procedures for opening a Bank Account (letter and IRS W-9)	F-34	All opened bank accounts must be styled as a Girl Scout account. The IRS W-9 form provides the required Identification number for GSSJC troop bank accounts.	Must be presented, along with the appointment letter, to a financial institution when opening an account	Each adult needs to complete the W-9 form, with her/his name, address, and the troop bank account number <u>and</u> then sign and date the form.	◆ Council website – www.gssjc.org
2. Registration of Bank Account	F-36	All Girl Scout bank accounts must be registered with the Council because of fiduciary responsibility.	Must be completed when a new bank account is opened and when any changes are made to an existing account. Two copies of this form must be submitted to you Community Financial Specialist.	The form is completed by any group having a Girl Scout bank account	◆ Council website – www.gssjc.org
3. Texas Sales and Use Tax Exemption Statement	F-144	To receive exemption from paying state sales tax on items purchased for Girl Scout use.	One copy is to be completed at the time of purchase.	Adults in charge of purchases for the group.	◆ Council website – www.gssjc.org
4. Troop Annual Financial Report and Worksheet	F-31	This form is used to record troop income and expenses for the Troop Annual Financial Report. Annually, every troop is required to turn in this report, along with copy of April bank statement, by May 15. This form is also available in excel.	When using the excel worksheet, complete entries on a regular basis, reducing the chances for errors, and making the annual financial reporting requirement easier to fulfill. When completing by hand, reconcile bank account, keep monthly notes of the balance available in the troop account for reporting to girls and/or adults.	The adult in charge of financial record keeping.	◆ Council website – www.gssjc.org for excel and pdf version.
5. Contribution Solicitation Request Form	F-30	The solicitation and/or acceptance of donations or contributions, including in-kind donations, by a troop must be in accordance with the Council operational procedures. All donations must be made out to GSSJC	For any in-kind or cash donations solicited or received. Any checks from donor along with this form must be submitted to the Development Dept. at GSSJC. GSSJC will issue the funds in a check to the troop after processing.	Adults soliciting or receiving donations from an outside source. A troop must contain a minimum of 5 registered girls.	◆ Council website – www.gssjc.org
6. Request for Volunteer Involvement Grant (VIG)	F-112	The acceptance of donations or contributions, including in-kind donations, by a troop must be in accordance with the Council operational procedures.	When a volunteer receives a VIG from an employer, this form needs to be submitted to the Development Dept. at GSSJC.	Adults receiving donations from an outside source. A troop must contain a minimum of 5 registered girls.	◆ Council website – www.gssjc.org
7. Financial Assistance Guidelines	F-132	Contains guidelines for who can apply for financial assistance as well as how to do it.	Should be referred to whenever someone needs to request financial assistance.	Any Girl Scout, girl or adult may request financial assistance based on the printed guidelines.	◆ Council website – www.gssjc.org
8. Financial Assistance Request Form	F-134 or F-134 SP	All girls deserve an opportunity to be Girl Scouts regardless of financial situation.	Completed to request assistance for troop program (dues, handbooks, pins, sash, earned recognitions), events for girls, and adult training events.	Any girl (or parent/guardian) or adult may request assistance. Allow several weeks for processing.	◆ Council website – www.gssjc.org