



USA Girl Scouts Overseas – Stuttgart Financial Standard Operating Procedures

I. PURPOSE

- A. This Financial Standard Operating Procedures (SOP) describes the methods and procedures to control and account for all the funds of the USA Girl Scouts Overseas Committee – Stuttgart (USAGSO-Stuttgart), if applicable, following appropriate military regulations.
- B. The Treasurer is responsible for all financial records concerning USAGSO-Stuttgart, including the Overseas Committee Management Team (OCMT) and associated pathways (i.e. troops, events, or destinations). The Treasurer operates within the guidelines of this SOP and if applicable, according to the appropriate military regulations.

II. BANK ACCOUNT MANAGEMENT

- A. The Overseas Committee bank account needs to be listed as follows;
 - a. Account Name: Girl Scouts of the United States of America
 - b. Secondary Line: USAGSO-Stuttgart
- B. The Tax Payer ID listed on the account is 13-1624016. This Tax ID belongs to Girl Scouts of the USA (GSUSA) and correlates to the bank account name. The IRS 501(c)(3) form is kept in the permanent files.
- C. Three authorized signers must be on the account, two of which are the Overseas Committee Chair (OCC) and the Treasurer. The third signer can be any member of the OCMT as required in the USAGSO-Stuttgart Bylaws. The signers should not be related via birth or marriage.
- D. The Treasurer will be listed as the custodian on the bank account and will provide and maintain access to the online banking portal. Viewer only access will be granted to all signers on the account. The Treasurer will have electronic banking privileges to include account statements, funds transfers and euro bill payment.
- E. Each financial institution has its own guidelines and regulations. USAGSO-Stuttgart is also governed under Army Regulations (AR) 210-22 and Army in Europe Regulations (AE) 210-22. These regulations provide authorizations for the private organization (PO) to use military banking facilities. A Letter of Authorization is provided during PO renewal and terminates at the end of the current PO authorization period. The new Letter of Authorization must be submitted to the bank to continue operations.

III. ACCOUNTING INFORMATION SYSTEM (AIS)

- A. USAGSO-Stuttgart will maintain a single-entry accounting system. The current system is Quicken 2017 and is installed on a computer assigned to the Treasurer.
 - a. Backups will be performed monthly and maintained in the cloud.
- B. USAGSO-Stuttgart transactions will be recorded in the General Ledger and appropriate sub-ledgers within the AIS.
 - a. The General Ledger (ledger) corresponds to the activity in the USAGSO-Stuttgart bank account. All cash activity is recorded timely and reconciled monthly.
 - b. The Petty Cash Ledger is separate from the General Ledger. When in use, the Petty Cash Ledger is recorded timely and reconciled monthly.
 - c. The sub-ledgers are made up of individual troop accounts, events and activities. The total of all sub-ledgers will equal the General Ledger. Sub-ledgers will not be reconciled but will be analyzed to ensure resources are being utilized in accordance with GSUSA policies.
 - i. Each troop sub-ledger is maintained separately. Information is compared to troop financial records to ensure all transactions are recorded properly.
 - ii. A sub-ledger will be created for Events and Activities related to the Overseas Committee as a whole.

IV. FUNDS RECEIVED

- A. All funds received by representatives of USAGSO-Stuttgart will be deposited in the bank account by way of the Treasurer, or their appointed representative. Persons handling funds must be registered adult members of GSUSA and include OCMT, leaders or adult volunteers running events or fundraisers.
- B. All funds received will be turned over to the Treasurer within 14-days of receipt. All deposits will be presented with a voucher. Deposit Vouchers may be split among multiple ledger accounts but cannot be combined with transfer or payment vouchers.
 - a. All vouchers must include the reasons for the deposit, a list of checks submitted, a division of currencies by type and denomination and any further details that may help in later reporting.
 - b. All vouchers will be reviewed upon receipt. Receipts will be counted and verified. The Treasurer will sign the voucher as received.
- C. Deposits will be made at the bank within 5-days of receipt by the Treasurer or their appointed representative. Deposit slips will be created in duplicate or include a carbon copy. One is filed at the bank upon deposit while the other is attached to the voucher and kept on record. The bank will also provide a deposit receipt.
 - a. Non-USD deposits will be converted at the bank at the time of deposit, using the bank's conversion rate for that day. The date and conversion rate will be updated on the voucher.
 - b. The final total for converted deposits will be sent via email to the troop leader or event coordinator when it is recorded in the ledger.
- D. Deposit Vouchers will be recorded in the general ledger and corresponding sub-ledgers within 2 days of deposit at the bank.

V. FUNDS DISBURSED

- A. All payments will be made through the Treasurer by check or Electronic Funds Transfer (EFT). Requests for payment will be turned in within 30-days of being incurred and must be supported with a valid receipt or vendor invoice copy. The Treasurer has up to 5-days to complete the payment with either a check or EFT.
- B. All payment requests will be presented with a voucher. Vouchers can be split among multiple payees or ledger accounts but cannot be combined with transfer or deposit vouchers.
 - a. Purchases made in a foreign currency will be converted based on the date of purchase. Historical rates are available through www.xe.com/en/currencytables. If a purchase is converted to US Dollar by a credit card company, the statement balance will be used. A copy of the credit card transaction will be included with the support.
- C. A separate EFT Voucher must be completed for electronic payments.
 - a. The Treasurer will complete the funds transfer through the online banking portal or through a physical banking center.
 - b. Upon completion, the Treasurer will print out the confirmation and attach it to the voucher.
 - c. The documents must then be reviewed and signed by an authorized signer.
- D. All payments by check require dual signatures, with at least one signature by the Treasurer.
 - a. In the event the check is made payable to the Treasurer, the check and voucher must be reviewed by another authorized signer prior to cashing the check. The review is evidenced by signature on the voucher.
- E. A Petty Cash Fund (suggested amount of \$100.00) may be kept for minor expenses. The responsibility for petty cash is vested solely in the Treasurer.
 - a. All expenses from petty cash must be supported with a voucher and receipt. The treasurer will post the various expenses to the appropriate Petty Cash General and sub-ledger accounts.
 - b. The petty cash fund may be replenished as often as necessary during the month. A check is issued to the OC designee and petty cash is replenished.
 - c. Under no circumstances are checks to be written to cash or cash withdrawals made from the account.
 - d. The Petty Cash Fund, if maintained, must be reconciled monthly. The OCC will review the reconciliation during the following month's OCMT meeting.
 - i. The OCC will sign and date the reconciliation upon review.

VI. TRANSFERS

- A. Transfers between the sub-ledger accounts will be presented with a voucher. Vouchers can contain multiple transfers but cannot be combined with deposit or payment vouchers.
 - a. Support must be included with the voucher and can include emails between the two parties specifying the amount and details of the transfer.
 - b. Transfers should be submitted by the originating (not receiving) party, unless otherwise noted in the support.

VII. CHECKING ACCOUNT

- A. A checking account will be maintained in a military banking facility or appropriate civilian bank. Troops may not have individual bank accounts.
- B. Bank statements will be accessed by the Treasurer through the online banking portal.

Other signers on the account will also have view-only access to the bank statements and bank activity.

- C. The monthly bank statement will be reconciled with the general ledger within 10-days of the month end.
- D. Custodian or authorized signer changes will be submitted to the bank in letter form and kept on file by the Treasurer for 4-years.
- E. All funds must flow through the checking account, be presented with a corresponding voucher and be recorded in the general and corresponding sub-ledgers. Anyone handling monies must receive training from the Treasurer and sign a money-handling contract. This pertains to troop and event funding and fundraisers.
 - a. Training will be held at a minimum of once per year.
 - b. Money-handling contracts will be kept on file by the Treasurer for 4-years.
 - c. USAGSO-Stuttgart monies should never be combined with personal funds.
- F. Overseas Committees may not have debit or credit cards.
- G. A payment processor (i.e. Paypal, Cheddar Up, Square) may be connected to the bank account.
 - a. Approved by USAGSO in an email dated April 6, 2018.
 - b. The agreements are subject to local laws.
 - c. The payment processor must be connected directly to the organization's bank account and not to a registered member's personal bank account.

VIII. FINANCIAL REPORTS

- A. Monthly financial reports will be prepared for the OCMT and presented during the OCMT meeting. They will reflect the income, expenses and balances of the overseas committee and the troop / event accounts. The report becomes part of the official minutes of the OCMT meeting and is filed with the reconciled bank statements.
- B. The Treasurer will compare the monthly financial reports to the annually approved USAGSO-Stuttgart budget and report differences during the OCMT meeting.
 - a. Expenses that were not budgeted or exceeded the approved budget by \$250 or more must be submitted to the OCA for review and approval.

IX. TROOP RESPONSIBILITIES

- A. Troop leaders, co-leaders or the appointed troop treasurer will maintain copies of all vouchers and supporting documentation.
- B. Troop leaders will prepare a budget for the troop at the beginning of the fiscal year. This budget will be used for troop grant requests (within and outside the overseas committee).
 - a. The budget will need to be revised as the year progresses and the girl-led process takes place.
 - b. A separate budget should be prepared for large trips, events and fundraisers.
- C. Troops will submit a monthly recap to OCMT which includes total income, expenses and the troop's ending balance.
 - a. The Treasurer will reconcile the balances submitted by the troops to their sub-ledger account.
- D. Troops may request a cash advance from their Troop sub-ledger account by submitting a Cash Advance Form to the OCC.
 - a. The form is subject to approval from the OCC and OCMT Treasurer.

- b. Additional approval from the OCMT is required if the request exceeds the sub-ledger balance.
- c. A full reconciliation, with supporting receipts, is due within 30 days of the advance.
- d. Unused funds must be returned and cannot be used towards purchases unrelated to the approved cash advance.

X. END OF FISCAL YEAR

- A. OCMT Year End Financial Report and Audit reports are due, along with the Troop Financials and Roll Over requests, by June 30 of each year. Information is submitted via survey (link found in Google Drive) or as otherwise instructed by USAGSO.
 - a. An extension can be requested for overseas committees that have summer activities. Requests are sent to the USAGSO assigned staff member.
- B. Troops will submit Troop Year End Financial Reports and Roll Over Reports no less than 30 days before the OCMT Year End Financials are due to council.
- C. Troop Funds will automatically roll over to the new scouting year with the following stipulations:
 - a. Troops may continue to spend funds over the summer for planned troop activities.
 - b. The OCMT will set the funding date by the last OCMT meeting of the year. It will be no later than August 31.
 - c. The funds that remain in the troop account as of that funding date will be divided by the number of scouts in the troop on the same date.
 - i. This number can be adjusted due to inactive members, subject to OCMT approval.
 - d. The individual roll over amount will be limited to the amount set by the OCMT at the beginning of the year.
 - e. The individual roll over amount will follow a scout to their new troop within the community, if applicable.
 - f. Troops may apply for a full or partial roll over above the auto-roll amounts.
 - i. Troops must submit a budget and estimated timeline for the use of funds.
 - ii. OCMT will review the requests. An explanation for denial or partial denial will be provided back to the troop.
 - g. Funds will be applied at the beginning of the troop year.
 - h. All remaining funds over the roll over limits will flow to the OCMT fund.

XI. BEGINNING OF FISCAL YEAR

- A. Troops are allowed to begin their fiscal year with a negative balance up to \$100 until October 31. This allows leaders to purchase meeting supplies before dues have been collected.
- B. Troops may collect dues throughout the fiscal year.
 - a. OCMT will set the annual dues limit during the first OCMT meeting of a scouting year.
 - b. Individual girl grants are available through the OCMT to satisfy dues.

XII. BUDGET

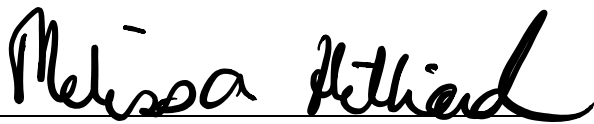
- A. An annual budget will be written by the Treasurer and OCC prior to the start of the fiscal year.
 - a. The budget will be approved by the OCMT and documented in the OCMT meeting minutes.
 - b. The initial budget will be approved by a majority (51%) vote from the OCA with

a minimum of 25% (Quorum) OCA members voting.

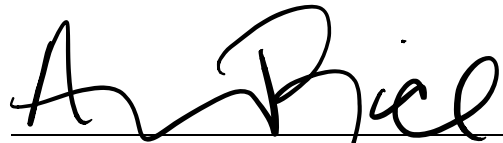
- i. If a quorum cannot be reached after the initial voting deadline has passed, a second call for votes will be taken with a 2-day deadline for additional votes.
 - ii. If the quorum is not reached after the second call, the majority votes from voting members will call the final decision.
- c. Changes in expenses under \$250 to the annual budget must be approved by the OCMT and documented in the OCMT meeting minutes.
 - d. Changes in expenses over \$250 to the annual budget must be approved by both the OCMT and OCA.
 - i. Budget amendments are approved in the same manner as the initial budget.

XIII. AUDIT

- A. The financial records are to be audited annually and / or at the change of the Treasurer. The audit will be conducted in accordance with the Constitution and Bylaws and the appropriate Private Organization regulations.
 - a. Per AR 210-22: 3-3b(2), the audit must be performed by either a qualified auditor or an appointed committee of 3 OCA members.
 - i. If a qualified auditor is used, a copy of the auditor's certification will be kept with the audit report.
 - ii. Appointed committee members cannot sit on the OCMT.
- B. The person(s) conducting the audit will furnish the OCC with a written report. This report must clearly state if the audit is a qualified or unqualified audit.
 - a. Qualified audits indicate that certain accounting irregularities have been identified and corrective measures are needed. The report will specify the corrective actions.
 - b. Unqualified audits indicate that all financial matters of the OC are in order.
- C. Filing requirements for the audit include:
 - a. One copy of the audit report will be maintained by the Treasurer.
 - b. One copy will be forwarded to USAGSO.



Melissa Hilliard
Overseas Committee Chair



Amanda Rice
Overseas Committee Treasurer

Approved by the Overseas Committee
Association on March 1, 2019