



Girl Program Account Report
 (Due From Membership Specialists June 30 And December 15 Each Year)

Cluster/Service Units served by this Girl Program Account:

Membership Specialist reporting: _____

Date Submitted: _____

1. Funds are deposited in: _____

Bank

Address

City

State

Zip

2. Account number(s): _____

3. Names of signers (one must be an employed staff):

1. _____ 2. _____

3. _____

Summary of how money will be used:

1. List income from last 6 months and how generated:

2. List expenses from last 6 months and itemize expenses:

3. Current balance: _____

4. Attach photocopy of the reconciled bank statements for last 6 months.
 Use back side of report if more space is needed.



Girl Program Accounts Guidelines



PURPOSE: The purpose of Girl Program Accounts is for clusters or groupings of service units within clusters to retain monies to be used for girl program events.

Guidelines:

1. Money in Girl Program Accounts in excess of \$100.00 **must** be kept in a bank account under the name of Girl Scouts-Wilderness Road Council. The accounts must indicate the service unit(s) involved.
2. Three signers are required on the account. One of the signers **must** be an employed staff member.
3. All signers on the account are to receive copies of bank statements.
4. The money in the Girl Program Account is to be used **exclusively** for girl programming. A consensus of the service unit managers involved and the employed staff member determine use of these monies. In general, fees for girl events should be set no higher than necessary to cover the cost of the event.
5. Income for this account comes from money left over from girl program events. Cluster/service units may not conduct money-earning activities or solicit money for this account, unless there is an agreed upon, publicized purpose that has been approved by the Council.
6. Money received in any program year should be used within that program year. A summary of the use of any money over \$100 must be submitted to the COO two times during the year—June 30th and December 15th.

Reporting Accountability:

1. The employed staff member is accountable for reporting two times per year. Please provide the following information:
 - List of the signers on the account.
 - A report of income and expenses for the six months.
 - A photocopy of the reconciled bank statement and canceled checks for the six-month period.
2. The report is due to the COO two times during the year—June and December.