



Girl Scouts of Michigan Capital Council
1974 Cedar Street
Holt, MI 48842
517-699-9400 1-800-968-9421

MANAGEMENT OF THE SERVICE UNIT BANK ACCOUNT

1. A checking account (**not** savings account) **MUST** be established in each Service Unit.

Checks and accounts **MUST** read GIRL SCOUTS OF MICHIGAN CAPITAL COUNCIL SERVICE UNIT # _____ or GSMCC, S.U. # _____.

2. Each account will require four (4) authorization signatures. Two of those names **MUST** be the Service Unit Director and the Membership Specialist for the service unit.
3. Two signatures are required for all checks issued. Any reimbursement to individuals must be supported by an original receipt prior to check being issued.
4. Recommended expenditures from this account can include:
 - ❖ Bank Charges
 - ❖ Postage, printing, or phone calls involving SU business
 - ❖ Start-up Money for new troops
 - ❖ Money for support of Wider Op girls, adult training, or other designated and voted upon activities by the membership of the unit.
 - ❖ Consider allocating 1/3 of the money to adult recognition, 1/3 of the money to adult SU management needs, and 1/3 to girl or SU girl directed activities.
 - ❖ Discretionary use of the money is agreed upon by the Service Unit adults.
5. Accurate records must be kept and recorded at the Council Service Center for auditing purposes, as these funds are Council monies.

Financial Account forms are provided by the Council. They are **due June 30th** and include "Girl Scouts of Michigan Capital Council Service Unit Financial Statement" and "Detailed Cash Record".

6. Excess funds leftover from any Service Unit event or activity needs to be placed in this Checking account.