

Lifesavers for Troop Accounts



Have Online Account Access

Set this up at Central Bank by going to www.Centralbnk.com

1. Go to Internet Banking Sign On
2. Go to Personal Banking New User
3. Enter your troop's checking account number
4. Enter the last 4 digits from your social security number
(if you are on the account, it is likely linked to this). If it is not linked to your SS, it may use the G.S. EIN last 4, which is 3910. If it is not linked to either of these, please contact the Treasurer and she'll find out what number you should use.
5. Enter your troop's number as an account ID (ie. Troop12345).
6. Enter your troop's password
7. For security questions, pick a single answer for all the questions (ie. "Thin Mint"). Remember, that multiple persons will be checking this and they'll need to answer security questions any time they use a new computer.
8. Give your troop ID, password, and security question answers

to troop leaders/members as appropriate and to the Service Unit Treasurer

All leaders on the account should have access at a minimum. Older girls, parents, and other volunteers can be given access as the troop decides - for example, if they are the troop's treasurer. *Note: this doesn't authorize people to write checks unless they are on the bank's record with a signature on file - but online access gives them a lot of access, so you need to keep careful track of who knows your passwords.*

Get a Check-Visa Card from Central Bank

Use this for all online registrations and purchases. You should still use a check when you can (for tracking purposes and to have an automatic receipt), but when that isn't possible, use the Troop Checking Visa. This will eliminate using your personal account for G.S. expenses and then getting reimbursed. Avoid using the card to get cash at an ATM.

Write Your Categories Down as You Go

Please note that the categories Council is using have changed since last year!

Using your new checkbook marker, you can put down the report category when you write a check to save time later. Write it in your log, in the memo space, or on the carbon copy whenever you write a check. *If you didn't get a green checkbook marker at the Leader Meeting, they are in the Treasurer's file.* The spacers are great to keep from writing through multiple carbons.

Also on the Green Checkbook Marker: The Council Tax Exempt Form and EIN

Please use this so your troop isn't paying sales tax - we are tax exempt.

Have Your Troop Be "Transparent"

Council Says: Send the reports to someone other than the person writing the checks - and make sure that leader is looking at the statements before forwarding them promptly to the troop treasurer. *If they give the Treasurer an unopened bank statement, remind them it's not about "trust," it's about helping do the work necessary for the troop to thrive.* Council encourages older troops to have Girl Scouts themselves take on the troop treasurer role.

A Great Suggestion: Take a minute (literally) to have the Girl Scouts read a "Treasurer's Report" at the beginning of the meeting which includes the current bank balance and what money was recently spent or will be spent soon. This way everyone knows where the money is, the account is kept up to date, and - most importantly - we teach Girl Scouts a bit about managing their money.

TURN IN YOUR REPORT EARLY

Our Service Unit target date for turning reports in is the May Leader Meeting. This is the date necessary to qualify for the troop Diamond Patch. Our "report done" incentive will be for reports turned in at the May Leader Meeting.

Questions? Contact the Mahtomedi Service Unit Treasurer, Joleen Kuennen, at 651-773-5052 or joleen@brightwines.com