

# SU Treasurer

## Volunteer Duties & Responsibilities

### **ROLE DESCRIPTION**

The Service Unit Treasurer ensures sound financial management of all Service Unit funds. Length of term is two (2) years.

### **YOUR SUPPORT TEAM**

Service Unit Support Specialist (SUSS), Troop Support Specialist (TSS), Service Unit Team members

### **DUTIES**

1. Participates in Service Unit Meetings and appropriate Council meetings and activities. Is accountable and financially responsible for all money received, deposited, and expensed from the Service Unit bank account.
2. Assists Troop Co-Leaders with day-to-day financial questions.
3. Pays all Service Unit expenses in a timely manner. Ensures expenses are properly documented with vendor receipts or invoices.
4. Maintains and monitors the Service Unit bank account to ensure an accurate and positive balance.
5. Ensures checkbook is balanced to bank account and is available at all meetings for Service Unit volunteers and staff liaison to review/audit.
6. Ensures accurate financial reports for all Service Unit funds in Service Unit Finance Report are submitted annually to the Council by June 30.
7. Works with Council staff and SU Manager to ensure all troops have bank accounts established according to Council guidelines and that Troop Finance Reports are submitted annually to the Council by June 30.
8. Provides support to the SU Manager or SU Team members developing budgets for Service Unit events; oversees financial reporting for events if financial management is delegated to SU Event Coordinator; is custodian of event financial reports.
9. Provides monthly Service Unit financial reports at Service Unit Team and Volunteer Meetings.
10. Return all communications from Council staff and volunteers in a timely manner.

### **REQUIREMENTS**

1. Maintain adult Girl Scout Membership for current membership year with satisfactory completion of background screening process.
2. Completion of Troop Finance Webinar.
3. At least one (1) year prior Girl Scouting experience as an Adult Member.
4. Money management skills, including the ability to develop and adhere to a budget, demonstrate financial responsibility, and maintain proper financial records.
5. Energetic and enthusiastic about empowering girls and adults to build courage, confidence, and character.
6. Recognize the value of diversity and encourage mutual respect and understanding among all people.
7. Represent Girl Scouts Spirit of Nebraska in a positive way.

# SU Treasurer Year-at-a-Glance

## Upon Registration

### ROLE ON-BOARDING

Once you register as a Service Unit Treasurer, meet with the SU Manager to help you understand your role.

## September–October

### ASSIST TROOP START-UP

First, make sure you are a signer on your Service Unit bank account. Then, assist any new troops with setting up their bank account and completing the [Bank Account Information form](#). You should be a third signer on any troop account that is opened at a non-Wells Fargo location. It's important to make sure troops have bank accounts before participating in the Fall Product Program (September-November) or the Girl Scout Cookie Program (February-March).

## May–July

### FACILITATE REPORTING FOR YOUR SERVICE UNIT AND TROOPS

Both Service Units and troops must submit the Troop and Service Unit Finance Report by June 30. You will receive a copy of all reports that your troops submit, and you should review them for financial problems. If a troop decides to disband, you may need to help them complete the [Troop Disband Packet](#).

## Year-Round

### MANAGE SERVICE UNIT MONEY

Collaborate with your Service Unit Team to develop and maintain a budget throughout the year. Some treasurers even provide a monthly Service Unit Finance Report to other volunteers.