

**Just
-in-
Time**

Troop Understanding Finances Money Matters

GSDH imports troop bank information each year, into the Fall Management system (M2), from the most recent [Bank Account Confirmation/ACH Authorization Form](#) on file with council.

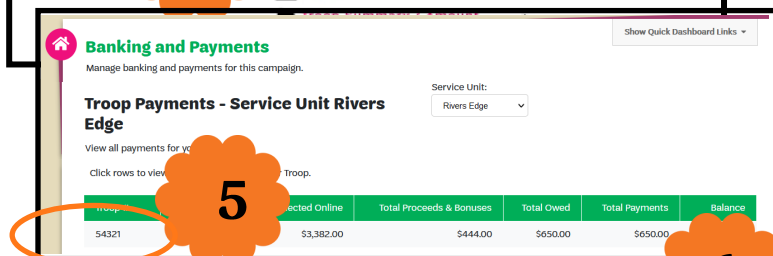
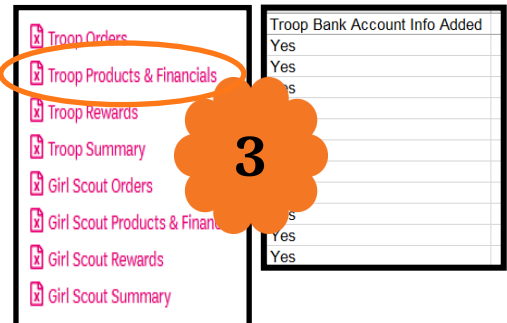
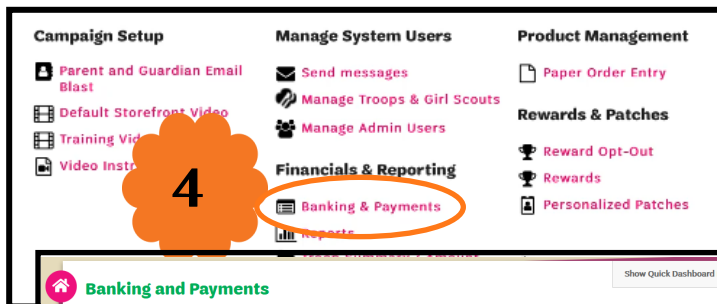
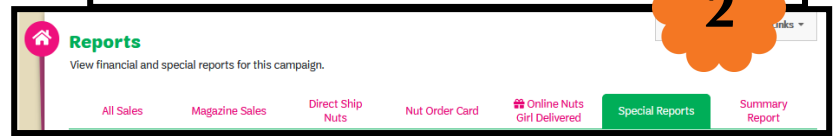
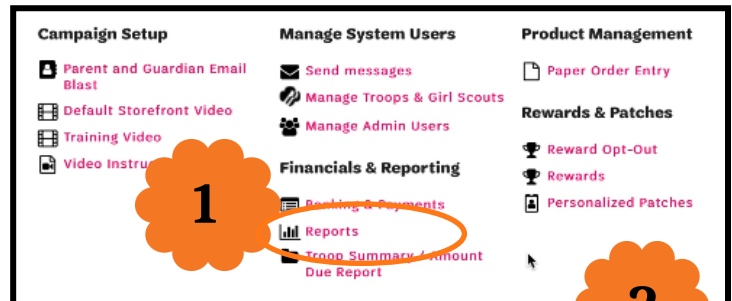
Verify troop bank information in M2:

1. Click on **Reports**
2. Click on the **Special Reports** tab
3. Select **Troop Products & Financials** Report.
Scroll to the last column.

Yes: bank account is on file

No: bank account on file.

Please use this link above to complete it.



This screenshot shows the 'Add Payment for Izzy Cole' pop-up form. Callout '7' points to the 'Amount' field, and callout '8' points to the 'Record Payment' button.

1 Select the Girl Scout you will be recording a payment for:

2 Record the payment details:

Amount: \$

Payment Date: Form of Payment: Select Form of Payment

Comments:

Cancel Record Payment

Keep Track of Girl Payments in M2:

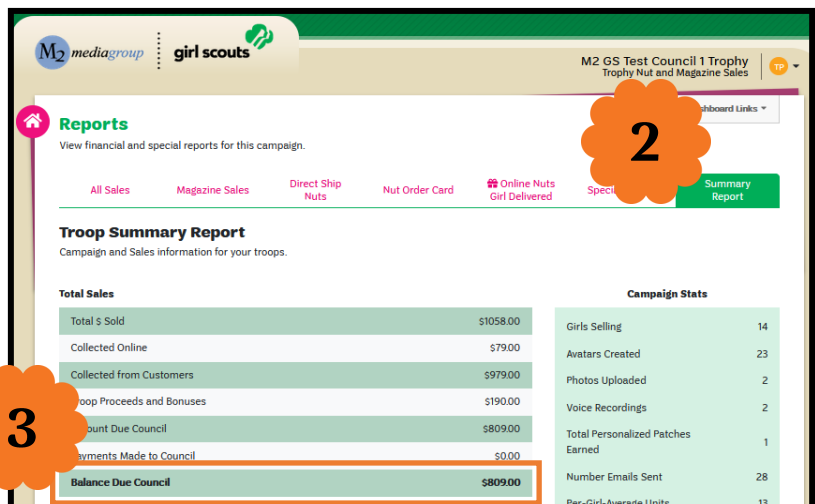
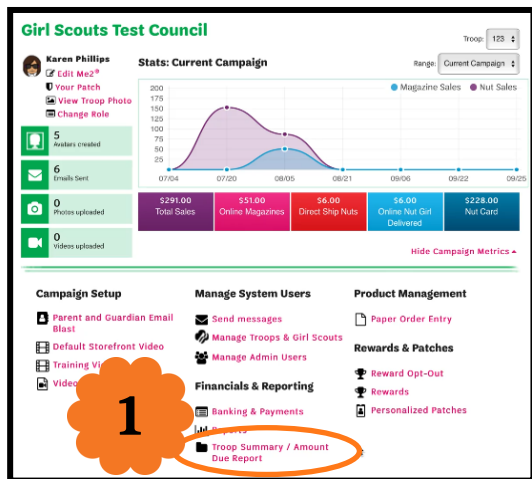
4. Click on the **Banking and Payments** on your Dashboard
5. Click on the troop number you wish to add a payment too
6. Click on **Add Girl Scout Payment** (You can also click on a girl's name)
7. Enter information into pop-up box
8. Click **Record Payment** to save

Getting ready for the ACH: **November 17**

- Collect all funds from girls and always issue a receipt!
- Submit any forms necessary by deadlines.
- Review Balance Due to council (#3 below).
- Ensure funds are deposited and available prior to ACH date.

How much will be deducted from the troop bank account for the ACH?

1. On the Troop Dashboard, click **Troop Summary/Amount Due Report**
2. Select **Summary Report** tab
3. Scroll down to **Balance Due Council**, this will be the amount withdrawn.



Financial Forms

Bank Account Confirmation / ACH Authorization

All banking processes are done electronically through the ACH system. Troops are required to submit this form when a new account is opened and/or changes are made to an account. Troops without a bank account set up should work closely with GSDH staff while participating in any GSDH Product Program. [Bank Account Confirmation / ACH Authorization](#)

Nonsufficient Funds Form

GSDH recommends only accepting checks from family & friends. Deposit checks often to avoid returned checks. GSDH can assist in the collection of funds if proper notification is given. Once the troop receives confirmation from the bank, the troop must contact GSDH immediately by submitting the NSF form. Refer to form for requirements and documentation needed.

[Non-Sufficient Funds](#) (This is a pdf)

Outstanding Balance Form

The OBF can be submitted by a troop after several attempts to collect funds due by a parent/family.

[Outstanding Balance Form Just-In-Time](#) for more information and all requirements.

[Outstanding Balance Form](#)

2023 Fall Financial Dates:

- October 1-31 Collect money weekly
- October 31 Collect all final orders & funds
- November 1-2 Confirm all orders are in M2
- November 6 OBF Due
- November 10 All funds deposited
- November 17 ACH Withdrawal