



Troop/Group Finance Report

Do not e-mail or fax this form because it includes your sensitive personal information.

Girl Scouts of Northern California with offices in: Chico, Eureka, Oakland, Red Bluff, Redding, San Jose, Santa Rosa, & Ukiah
T (800) 447-4475
www.GirlScoutsNorCal.org

JANET KRZESINSKA 12345 10 309
Troop Leader Troop # # of Girls Service Unit Name or # Date Received by SU Treasurer

Program Level (check all boxes that apply) D B J C S A

Will troop be continuing next year? Yes Undecided No (If no, attach Disbanded Troop Form)

For the year ending May 31, 2014. Due by June 30 of each year, or when troop disbands, or upon change of leadership. See Troop/Group Finance Report Instructions regarding listing income and expenses. Make three copies of completed form. One stays with troop/group as a record of account for girls, parents, sponsors and budgeting for the following year. Two copies PLUS latest troop bank statement go to Service Unit Treasurer or council representative.

WELLS FARGO 123456789
Name of Financial Institution Account #

Account type: Checking Savings Both

Names of Authorized Signers:
JANET KRZESINSKA
Signer #1
JOE BROWN
Signer #2
JANE SMITH
Signer #3

If troop/group account has not been established, troop/group cash is in the custody of:

Name Telephone #
Address City/Zip
Individual completing Troop/Group Finance Report:
JANET KRZESINSKA 925-461 8760
Name Telephone #
2768 HARTLEY GATE CT. PLEASANTON 94566
Address City/Zip
jan.k@comcast.net
E-mail

Record of Donations Received (Monetary & In-Kind)
Please attach completed sponsorship form for each donor. If you have additional donations, attach a separate piece of paper.

| Date | Name | Telephone # |
|------|------|-------------|
| | | |
| | | |

Donation Description Monetary Value
 Reported to GSNorCal

If the troop/group's ending balance is more than \$500 what are the girls' plans for the use of these funds?

We certify that the above is an accurate statement of income and expenses for the year. (Two signatures required)

JOE BROWN J. Brown 6/3/2014
Print Troop Treasurer Name Signature Date
JANET KRZESINSKA [Signature] 6/3/2014
Print Troop Leader (or 2nd Adult) Name Signature Date

Troop/Group Income/Expense Statement

A—Ending Balance from prior year \$ 0.

Current Year Income (June 1, 2013—May 31, 2014)

| | |
|---|------------------|
| Troop Dues | \$ <u>400-00</u> |
| Fall Sale Profit (must match product sales reports) | \$ <u>75-00</u> |
| Cookie Sale Profit (must match product sales reports) | \$ <u>125-00</u> |
| Fees Collected for Events/Activities | \$ <u>360-00</u> |
| Other Money-Earning Activities: | \$ _____ |
| <u>MEMBERSHIP DUES.</u> | \$ <u>450-00</u> |
| _____ | \$ _____ |
| Miscellaneous Income (Specify) | \$ _____ |
| _____ | \$ _____ |

B—Total Income \$ 1410-00

C—Grand Total (A + B) \$ 1410-00

Expenses (June 1, 2013—May 31, 2014)

| | |
|---|------------------|
| National Membership Dues | \$ <u>450-00</u> |
| Snacks and/or Food | \$ <u>45-00</u> |
| Activity and Event Fees Paid | \$ <u>412-00</u> |
| Activity and Event Expenses—Other | \$ <u>10-00</u> |
| Troop/Group Supplies | \$ <u>30-00</u> |
| Service Projects | \$ <u>10-00</u> |
| Awards and Recognitions | \$ <u>82-50</u> |
| Cost of Unsold Product from Fall or Cookie Sale | \$ _____ |
| Insurance | \$ _____ |
| Room or Space Rentals | \$ _____ |
| Recruitment | \$ _____ |
| Other Miscellaneous Expenses (Specify) | \$ _____ |
| _____ | \$ _____ |

D—Total Expenses \$ 1,039-50

E—Ending Balance (C—D = E) \$ 370-50

Reconciliation of Funds/Account(s)

| | |
|--------------------------------------|------------------|
| Total Balance on Last Bank Statement | \$ <u>370-50</u> |
| Total Outstanding Deposits | + _____ |
| Total Outstanding Checks | - _____ |
| Total Cash Held (Petty Cash) | + _____ |
| Grand Total (should equal line "E") | \$ <u>370-50</u> |