



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: Alameda, Chico, Eureka, Red Bluff, Redding, San Jose, Santa Rosa, & Ukiah
T (800) 447-4475
www.GirlScoutsNorCal.org

Troop Leader	Troop #	# of Girls	Service Unit Name or #	Date Received by SU Treasurer				
Program Level (check all boxes that apply)			<input type="checkbox"/> D	<input type="checkbox"/> B	<input type="checkbox"/> J	<input type="checkbox"/> C	<input type="checkbox"/> S	<input type="checkbox"/> A
Will troop be continuing next year? <input type="checkbox"/> Yes <input type="checkbox"/> Undecided <input type="checkbox"/> No (If no, attach Disbanded Troop Form)								

For the year ending May 31, _____. 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.

Name of Financial Institution		Account #
Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Both		
Names of Authorized Signers:		
Signer #1		
Signer #2		
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:		
Name		Telephone #
Address		City / Zip
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
<input type="checkbox"/> 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)		
Print Troop Treasurer Name	Digital Signature	Date
Print Troop Leader (or 2nd Adult) Name	Digital Signature	Date

Troop/Group Income/Expense Statement	
A—Ending Balance from prior year	\$ _____
Current Year Income (June 1—May 31)	
Troop Dues	\$ _____
Fall Sale Profit (must match product sales reports)	\$ _____
Cookie Sale Profit (must match product sales reports)	\$ _____
Fees Collected for Events/Activities	\$ _____
Other Money-Earning Activities:	\$ _____
_____	\$ _____
_____	\$ _____
Miscellaneous Income (Specify)	\$ _____
_____	\$ _____
B—Total Income	\$ _____
C—Grand Total (A + B)	\$ _____
Expenses (June 1-May 31)	
National Membership Dues	\$ _____
Snacks and/or Food	\$ _____
Activity and Event Fees Paid	\$ _____
Activity and Event Expenses—Other	\$ _____
Troop/Group Supplies	\$ _____
Service Projects	\$ _____
Awards and Recognitions	\$ _____
Cost of Unsold Product from Fall or Cookie Sale	\$ _____
Insurance	\$ _____
Room or Space Rentals	\$ _____
Recruitment	\$ _____
Other Miscellaneous Expenses (Specify)	\$ _____
_____	\$ _____
D—Total Expenses	\$ _____
E—Ending Balance (C—D = E)	\$ _____
Reconciliation of Funds/Account(s)	
Total Balance on Last Bank Statement	\$ _____
Total Outstanding Deposits	+ _____
Total Outstanding Checks	- _____
Total Cash Held (Petty Cash)	+ _____
Grand Total (should equal line "E")	\$ _____

Troop/Group Finance Report

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STEP 1: Year completing the Finance Report for

For the year ending May 31, _____

STEP 2: Ensure name of financial institution, account number, type of account, and all the signers are filled in. If troop account is not established, who has custody of troop cash, as well as the volunteer's name who completed the Troop/Group Finance Report.

Signer #3

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

Name

Telephone #

Address

City / Zip

STEP 3: If there were any monetary and/or In-Kind donations, they must be documented here (use a separate sheet of paper if needed).

Troop Finance Report:

Telephone #

City / Zip

Record of Donations Received (Monetary & In-Kind)

STEP 4: If the troop has an ending balance of \$500 or more, describe the specific plans the girls have for using the money. Include what the girls plan to do, anticipated dates, where they will go, and estimated costs for each

each donor. If you use a separate sheet of paper.

Telephone #

Monetary Value

Reported to GSNorCal

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

STEP 5: Verify that the Troop/Group Finance Report has been signed and dated by **two** signers on the bank account.

Print Troop Treasurer Name

Signature

Print Troop Leader (or 2nd Adult) Name

Signature

Troop Leader _____ Troop # _____ # of Girls _____ Service Unit Name or # _____

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

Will troop be continuing next year? Yes Undecided No (If no, attach explanation regarding listing income and expenses. Make three copies of completed report for girls, parents, sponsors and budgeting for the following year. Two copies for Troop Treasurer or council representative.

STEP 6: Ensure troop leader's name, service unit name/number, troop number, number of girls, and program level (Daisy, Brownie, Junior, Cadette, Senior or Ambassador) have been completed.

Troop/Group Income/Expenses

A—Ending Balance from prior year _____

Current Year Income (June 1—May 31)

Fall Sale Profit (must match product sales report) \$ _____

Cookie Sale Profit (must match product sales report) \$ _____

Fees Collected for Events \$ _____

Other Money-Earning Activities \$ _____

Miscellaneous Income \$ _____

B—Total Income _____

C—Grand Total (A + B) _____

Expenses (June 1—May 31)

National Membership Dues \$ _____

Snacks and/or Food \$ _____

Activity and Event Fees Paid \$ _____

Activity and Event Expenses—Other \$ _____

Troop/Group Supplies \$ _____

Service Projects \$ _____

Awards and Recognitions \$ _____

Cost of Unsold Product from Fall or Cookie Sale \$ _____

Room or Space Rental \$ _____

Other Miscellaneous Expenses (see Appendix A) \$ _____

STEP 7: The ending balance from the previous year must match the prior Troop/Group Finance Report.

STEP 8: Fall and Cookie profit must match the amounts on the product sales reports.

STEP 9: Add the income in Box B and verify the total.

STEP 10: Verify the total in Box C by adding Box A and Box B together.

STEP 11: Add the expenses and enter in Box D. Verify the total.

STEP 12: Subtract total expenses from Grand Total in Box C above.

STEP 13: Verify this section—balance from bank statement attached (+) outstanding deposits (-) outstanding checks (+) petty cash on hand (=) Total. This total must match total in Box E. If the troop has an ending balance of \$500 or more, please refer to Step 4.

Expenses \$ _____

Balance (C—D = E) \$ _____

Reconciliation of Funds/Account(s)

Total Balance on Last Bank Statement \$ _____

Total Outstanding Deposits + _____

Total Outstanding Checks - _____

Cash Held (Petty Cash) + _____

Grand Total (should equal line "E") \$ _____

TROOP/GROUP FINANCE REPORT LINE ITEM INSTRUCTIONS:

The purpose of this guide is to assist you in preparing your Troop/Group Finance Report. If you have any questions please contact your Service Unit Treasurer or your Community Development Director.

ENDING BALANCE FROM PRIOR YEAR

This amount should be one of the following:

1. Amount carried over by troop/group from prior year (must match ending balance from prior year Troop/Group Finance Report) OR
2. Amount received at time of change in troop/group leadership (must match ending balance on last Troop/Group Finance Report OR
3. \$0 if troop was newly established during the year.

EXPENSES

(Money paid out, including money paid out for families attending events)

1. **National Membership Dues:** Monies paid directly by troop for GSUSA girl and adult annual membership dues paid at registration.
2. **Snacks and/or Food:** Expenses incurred for snacks during troop meetings or food for camping trips or other troop/group meals.
3. **Activity and Event Fees Paid:** Registration expenses incurred for participation in troop, service unit, and/or council activities or events. Example: Children's Museum entrance fee, service unit Camporee, or council Golden Gate Bridging.
4. **Activity and Event Expense-Other:** Non-registration expenses associated with any troop, service unit, and/or council activity or event. Examples: Identifier T shirts to wear to event, craft materials for service unit Thinking Day, supplies to make swaps to trade, etc.
5. **Troop Supplies:** Expenses incurred for purchase of supplies used by the troop. Items may include troop supplies for regular meetings (i.e. pens, pencils, paper), or supplies specific to a troop activity (i.e. materials to do a Journey or Badge activity such as seeds and potting soil). DO NOT record expenses for supplies associated with service projects or events under this category.
6. **Service Projects:** Any expense related to Take Action or community service projects performed by the troop. Include any materials purchased to implement the project.
7. **Awards and Recognitions:** Journey awards, badges, patches, pins or other recognition awards purchased to recognize the accomplishments of the girls or gifts/awards to recognize contributions of troop/group adults.
8. **Cost of Unsold Product:** Cost of fall sales (nuts or candies) or cookie products the troop was unable to sell or return.
9. **Room or Space Rental:** Fees paid for use of meeting place facilities or rental of site for activity such as campsite use.
10. **Other Miscellaneous Expenses:** Expenses incurred not otherwise classified. (Please list details in space provided or attach a separate piece of paper).

RECORD OF DONATIONS RECEIVED:

Details regarding monetary and in-kind gifts, and reporting requirements for them, can be found in the *Council Resource Guide: Volunteer Essentials*. You must provide details about any donations of money, goods, or services from businesses or anyone other than girls or family members (including businesses owned by families).

INCOME

(Money received or collected by troop/group, including monies collected for families attending events)

1. **Troop Dues:** Any money paid by girls/families to the troop on a weekly, monthly, or annual basis.
2. **Fall Sale Troop Profit:** Income earned by troop/group for fall product sales. **This amount must reconcile to report submitted by troop to Service Unit Fall Sales Manager/Council.
3. **Cookie Sale Troop Profit:** Same as Fall Sale Troop Profit.
4. **Donations/Contributions:** Any gifts or cash donations received by troop from businesses, the community or sponsors (includes donations or tips received during product sales)
5. **Fees Collected for Events/Activities:** Monies paid to the troop/group to help cover the cost of a troop/group, service unit or council events or activities. For example, troop went camping and each girl paid \$5 to help cover the expense of the trip.
6. **Other Money-Earning Activities:** All money earned/received for activities associated with a council approved money-earning project such as a garage sale, car wash, etc. (Please list).
7. **Miscellaneous Income:** Funds collected/earned not otherwise classified. (Please list sources.)