



Manual Troop Finance Report

All Girl Scout Troops/Groups are required to submit this form to your assigned Finance team by June 15th of each year and/or within 30 days of a change in leadership.

Per Policies & Procedures for Volunteers financial guidelines, troop leaders, or a designated troop treasurer, must keep up-to-date, accurate records of all monies received and spent, including receipts and copies of the troop check book register and bank statements. Parents, girls and Girl Scout personnel have the right to review these records upon request. Refusal to comply could result in the troop/group account being frozen until financial records are submitted as well as result in the release of a volunteer from her/his position. If you have any questions, please contact your assigned Finance team.

Covers period from (Month/Year) _____ to (Month/Year) _____

Troop Number: _____ Region: _____ Grade Level: D B J C S A

Leader's Name: _____ # of registered girls: _____ # of registered adults: _____

Name of Bank: _____ Checking Account #: _____

Signers on Account (Signers must be unrelated registered Girl Scouts)

1. _____ 2. _____

Report Prepared By: _____ Preparer's E-mail: _____

Troop Status:

Please attach a copy of:

New

Returning

Disbanding*

Bank Statement that matches the ending balance on this report

Money Earning Report, if applicable

Troop Roster from E-Biz

SNAP Troop Balance Summary, if sold

Nut-E T2 Report, if sold

*Disbanded troops are required to close all bank accounts and submit this form along with a Disbanded Troop Report and cashier's check for the ending bank balance, payable to Girl Scouts. These funds will be held in a restricted account for one year and if in that one year a girl decides to join a different troop the leader of that troop can request in writing that an equally portioned amount be transferred into the new troop's account. Girl Scout funds are at no time the property of an individual girl or her family.

List current, non expendable, troop/group equipment inventory such as tents or flags.		
Quantity	Condition	Item

INCOME SOURCE

EXPENSES

1.	Ending Balance From Prior Year	\$
2.	GSUSA Registration Collected	\$
3.	Donations/Sponsorships	\$
4.	Total Cookie Money Deposited in Bank	\$
5.	Total Fall Products Money Deposited in Bank	\$
6.	Troop Dues Collected	\$
7.	Insignia/ Recognitions	\$
8.	Day Trips and Events	\$
9.	Overnight Trips / Camping	\$
10.	Bank Charges reversed/reimbursed	\$
11.	Money Earning Activity:	\$
12.	Other Income (describe):	\$
13.	Other Income (describe):	\$
	TOTAL INCOME:	\$

1.	Troop Management (i.e. copies, postage, clerical supplies, etc.)	\$
2.	GSUSA Registration Paid	\$
3.	Service Projects	\$
4.	Total Cookie Money ACH to Council	\$
5.	Total Fall Products Money ACH to Council	\$
6.	Program Materials/ Snacks	\$
7.	Insignia/ Recognitions	\$
8.	Day Trips and Events	\$
9.	Overnight Trips / Camping	\$
10.	Bank Charges	\$
11.	Permanent Troop Equipment (i.e. tents, flags, etc.)	\$
12.	Other Expense (describe):	\$
13.	Other Expense (describe):	\$
	TOTAL EXPENSES:	\$

Total Income (Items 1-13)	\$
Minus Total Expenses (Items 1-13)	\$
Equals ENDING BALANCE (which should equal your bank statement balance)	\$

A. Total Fall money deposited in account \$ _____ + B. Total Fall online sales & contest payments collected \$ _____ = Total Fall money collected \$ _____ = Total Sales in Nut-E \$ _____
 A + B = Total Fall Product Monies. If total money collected does not match Total Sales in Nut-E, please see below.

A. Total Cookie money deposited in account \$ _____ + B. Total Cookie online sales & contest payments collected \$ _____ = Total Cookie money collected \$ _____ = Total Cookie Sales in SNAP \$ _____
 A + B = Total Cookie Sale Monies. If total Cookie money collected does not match Total Sales in SNAP, please see below.

Our Fall Product money does not balance due to: _____

Our Cookie Sale money does not balance due to: _____

If ending balance exceeds \$100 list troop plans for these funds:

Troop Financial Coordinator Signature

Date

Troop Leader's Signature

Date

Regional or Area Finance Coordinator (initials)