



# Annual Troop/Group Financial Report

**Instructions:**

1. Each troop is required to submit a completed report to their service unit manager by **June 30**. This form reports finances from September 1<sup>st</sup> through June 30<sup>th</sup> or from the day you take over the Girl Scout troop through June 30<sup>th</sup>.
2. Each Girl Scout troop/group develops and administers its own budget and keeps accurate records of its financial activities. This report summarizes, from a financial perspective, the troop's activities. The council uses this information to monitor and identify trends and needs.

Troop/Group # \_\_\_\_\_ Girl Scout Membership Year \_\_\_\_\_  
 Service Unit Name \_\_\_\_\_ Age Level:  D  B  J  C  S  
 Number of girls registered \_\_\_\_\_ Number of girls active in the Spring \_\_\_\_\_  
 Troop Dues: \$ \_\_\_\_\_ per:  week  meeting  month  ½ year  year  
 How much did this equal for the whole year? \_\_\_\_\_

**Income:**

Balance carried forward from last year	_____
Girl Scouts of the USA Membership Fees	_____
Total troop dues collected	_____
Other money collected	_____
Cookie sale net income*	_____
FRP Fall Product sale net income*	_____
Other troop money earning income (attach list)	_____
Donations (attach list)	_____
Juliette Low World Friendship Fund donations collected	_____
Other, (i.e. financial assistance from the council)	_____
Other _____	_____
<b>Total Income</b>	_____

**Expenses:**

Girl Scouts of the USA Registration Fees forwarded to council	_____
Troops Supplies, i.e. books, insignia/awards, scissors, first aid kits, etc.	_____
Program activities at meeting site	_____
Outing/Field Trip Expenses, i.e. fees, food, transportation, etc.	_____
Camping Trips	_____
Troop Trips	_____
Service Project Expenses	_____
Donations to (list): _____	_____
Juliette Low World Friendship Fund donations forwarded to council	_____
Cookie Sale expenses	_____
Fall Product Sale expenses	_____
Other: _____	_____
<b>Total Expenses</b>	_____

Total Income \$ \_\_\_\_\_ - Total Expense \$ \_\_\_\_\_ = Balance \$ \_\_\_\_\_ (as of this date)

Per Girl Averages (divide the numbers above by the number of girls):

Income per girl: \$ \_\_\_\_\_ Expenses per girl: \$ \_\_\_\_\_

Girl Scout troop/group # \_\_\_\_\_

What plans does your troop/group have for the balance in the treasury?

**Accounting of Troop/Group Funds as of:** \_\_\_\_\_

Amount of funds retained as cash: \$ \_\_\_\_\_

Retained by: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**Banking Information:**

Name of Bank \_\_\_\_\_ City \_\_\_\_\_

Checking Acct # \_\_\_\_\_ Balance \$ \_\_\_\_\_ as of \_\_\_\_\_ (date)

Saving Acct # \_\_\_\_\_ Balance \$ \_\_\_\_\_ as of \_\_\_\_\_ (date)

Persons authorized to withdraw funds are:

\_\_\_\_\_ Daytime Phone \_\_\_\_\_

\_\_\_\_\_ Daytime Phone \_\_\_\_\_

\_\_\_\_\_ Daytime Phone \_\_\_\_\_

*Reminders: Any troop/group with \$100 or more in its treasury should deposit the funds into a troop/group account in an accredited financial institution. "Location of Troop/Group Funds" form should be filed with the council no later than two weeks after opening the account. Additionally, if the location of the account or the signatories should change, a new form should be filed within two weeks of the change.*

**\*Scratchpad:**

\$ _____ Total \$ collected during Cookie Sale	\$ _____ Total \$ Collected during FRP Fall Sale
- _____ Amount forwarded to council for payment	- _____ Amount forwarded to council for payment
\$ _____ Net Income from Cookie Sale	\$ _____ Net Income from Great American Sale

Prepared by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Service unit manager initial and date your review here, then forward to your field executive to close out year.

Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_

Field Executive \_\_\_\_\_ Date \_\_\_\_\_