

Date Rec'd _____
MM _____
File _____

## ANNUAL TROOP/GROUP FINANCIAL REPORT

### Section A: Troop Information

Please return this completed form to your Membership Manager before June 30 of each year. A photocopy of the most recent bank statement must be submitted with this form. As part of the Council's fiduciary responsibilities to our membership and to maintain our status as a non-profit organization, we are required to track all money collected in the name of Girl Scouting.

Volunteer's Name \_\_\_\_\_ Email \_\_\_\_\_

Phone: Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Troop/Group # \_\_\_\_\_ Service Area \_\_\_\_\_ School \_\_\_\_\_

Age Level      GS Daisy      GS Brownie      GS Junior      GS Cadette      GS Senior      GS Ambassador

### Section B: All Money In and Out

Beginning Balance \_\_\_\_\_ Date of Beginning Balance \_\_\_\_\_

Monies In (Income)		Monies Out (Expenses)	
GSUSA Registrations	\$ _____	GSUSA Registration	\$ _____
Troop Dues		Troop Supplies (meetings and programs)	
Financial Aid Received		Service Project Supplies	
Cookie Sale Troop Profit		Troop Activities	
Fall Product Sale Troop Profit		Insignia and Recognitions	
Program Fees		Program Fees	
Juliette Low World Friendship Fund		Juliette Low World Friendship Fund	
Cash Donations Received (attach list)		Other Expenses (attach list)	
Other Troop Money Earning Projects (attach list)			
Other Income (attach list)			
<b>TOTAL INCOME</b>		<b>TOTAL EXPENSES</b>	

Ending Balance \_\_\_\_\_ Date of Ending Balance \_\_\_\_\_

### Section C: Banking Information

Each troop should establish its own checking account. All signers on the account must be currently registered Girl Scout members who have completed a Volunteer Application and passed a background check. **A minimum of two signatures are required on every account.**

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

Name of Bank \_\_\_\_\_ City and/or Branch \_\_\_\_\_

Signers: 1) \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_

2) \_\_\_\_\_ Daytime Phone (\_\_\_\_) \_\_\_\_\_

Preparer's Signature \_\_\_\_\_ Print name and position \_\_\_\_\_

Date \_\_\_\_\_

**Please attach a copy of the account's last bank statement. Please make a copy of this completed form for your records and turn in the original.**