

**NOTICE:** Effective for the Reports that are due beginning JUNE 30, 2017, the following additional information is noted/required. Now Page 2 of the Report (Troop or Service Unit) contains the typical breakdown of the income and expenses and nothing additionally has been revised on this page. Please provide the information below and submit with page 2. If page 2 has already been submitted, page 1 should be submitted additionally. Thank you for your assistance.

\_\_\_\_\_ Troop Number

\_\_\_\_\_ Service Unit Number

**Overview of Responsibilities and Expectations:**

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 with the Council's policies and procedures could result in the troop account being frozen until financial records are submitted, as well as result in the release of a volunteer from his/her position. If you have any questions, please contact the accounting department.

**Please Provide the Signers' Names on the Troop/SU Account:** Signers (2) on Bank Account must be unrelated registered Girl Scouts. Please print names clearly as listed on bank account:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Balance in Account as of 5/31/20** \_\_\_\_\_ :

If the ending balance exceeds \$500, please list the troop/SU plans for these funds.

**Troop Status (n/a if S/U):**

\_\_\_ New

\_\_\_ Returning

\_\_\_ Disbanding\*

\*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 of Greater Mississippi. These funds will be restricted for one year subsequent to the disbanded date. If in the subsequent year a girl decides to join another 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 a volunteer, an individual girl, or her family.

**Certification:**

We certify that this is an accurate statement of income and expenses for the year (on page 2). (Two signatures—leader, co-leader, and/or bank signers-- required).

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Annual Troop/ Group Finance Report

**Instructions:**

1. Each troop is **required** to submit a completed report to the council by June 30.
2. Each troop should develop and administer its own budget and keep 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 needs and trends.

Troop Finance Report for the period of \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Attach copies of all bank statements and receipts for the reporting period above. If the balance on hand is different from last bank statement, please provide an explanation.

Troop/ Group # \_\_\_\_\_ Age Level \_\_\_\_\_ #Girls \_\_\_\_\_ Service Unit \_\_\_\_\_

Leader's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Troop Dues (per girl): \$ \_\_\_\_\_ per  month  meeting  ½ year  year

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

Checking Acct # \_\_\_\_\_ Savings Acct # \_\_\_\_\_

**INCOME/ REVENUE (Money Received)**

Balance carried forward from last year	\$
GSUSA Registration (paid to the council)	\$
Total Troop Dues Collected	\$
Parental or Community Monetary Donations (attach a list with amounts)	\$
Juliette Low World Friendship Fund Collected	\$
Cookie Sale	\$
Fall Product Sale	\$
Income from Approved Money Earning Project	\$
Other:	\$
<b>Total Income:</b>	<b>\$</b>

**EXPENSES (Money Spent)**

GSUSA Registration (paid to the council)	\$
Troop Supplies	\$
Insignia/Awards/Patches Purchased	\$
Take Action Project Expenses	\$
Field Trip Expenses	\$
Troop Trips	\$
Camping Costs	\$
Cookie Sale (amount paid to the council)	\$
Cookie Sale Expenses	\$
Fall Product Sale (amount paid to the council)	\$
Juliette Low World Friendship Fund (forwarded to the council)	\$
Donations to	\$
Other:	\$
<b>Total Expenses:</b>	<b>\$</b>

Total Income \$ \_\_\_\_\_ - Total Expenses \$ \_\_\_\_\_ = Balance On hand \$ \_\_\_\_\_