



Troop/Group Financial Report

Troop/Group Leader: An accurate accounting of troop/group funds is required. Complete and return this entire form, #4702.1-.2, to *your Community Coordinator by their due date.* Attach a copy of the most recent bank statement from the troop/group account. Troop/group leader should keep all receipts and canceled checks on file for three years. **Make a copy of this report for your troop/group's records.**

Community Coordinator (CC): Verify and return to Membership Services Specialist.

Service Unit # _____ Troop/Group # _____
Girls in troop _____ Level (circle): Daisy Brownie Junior Cadette Senior Ambassador

Troop/Group Leader _____ Phone (_____) _____
Address _____
City/State/Zip _____
Email _____

Troop/group funds are deposited at (check one):

Local Bank Bank name _____ Acct# _____
Bank address _____
Bank phone (_____) _____
Names of persons authorized to make withdrawals:
1. _____
2. _____

Council Account (Note: If no bank is used, troop funds MUST be held in a Council Account.)

First, complete the income and expense worksheet on the back of this form.

Income and expenses summarization (from reverse side):

Beginning Balance	\$ _____	(ending balance from last year's report)
Total income	+ \$ _____	
Total expenses	- \$ _____	
Ending balance	= \$ _____	

(If balance is more than \$100, please explain here what the remaining balance will be used for within 12 months.):

Does your troop/group account balance to the bank statement attached? Yes No
If no, are there outstanding checks/deposits? Yes No
Please list outstanding checks/deposits: _____ Check # _____ Amount; _____ Check # _____ Amount;
_____ Check # _____ Amount; _____ Check # _____ Amount; _____ Check # _____ Amount;
_____ Deposit Amount; _____ Deposit Amount; _____ Deposit Amount

Signature of person filling out this financial report _____ Date _____

Verified by (CC signature) _____ Date _____

Income Worksheet

BEGINNING BALANCE \$ _____

This will be your Ending Balance from last year's Troop Financial Report.

(Indicate this amount on Side 1)

Date: _____

One Fall Money Earning Project

Fall Product Sale \$ _____

Other \$ _____

Sponsorship \$ _____

Troop/group dues \$ _____

G. S. Cookie Sale profit/Graduated Troop Profit check \$ _____

Camping with your troop/ \$ _____

group (e.g. money taken in for supplies or site fees)

Events/field trips \$ _____

_____ \$ _____

_____ \$ _____

Other (briefly explain) \$ _____

_____ \$ _____

_____ \$ _____

TOTAL INCOME-(Indicate this amount on Side 1) \$ _____

Expense Worksheet

Basic meeting supplies \$ _____

(e.g. paper, crayons, scissors, glue, tape, yarn, pencils, markers, food, etc.--these items can be borrowed or donated by girls' families)

Insignia \$ _____

(e.g. pins, badges, try-its, membership stars/discs, I.D. strips, numbers, etc.)

Books \$ _____

Camping with your troop/group \$ _____

(e.g. food, site fees, etc.)

Events/Field trips \$ _____

(e.g. admission or event fees paid to attend)

Other (briefly explain) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES- (Indicate this amount on Side 1) \$ _____