



Annual Troop Financial Report

Troop Leader: An accurate accounting of troop funds is required every year. Complete and return this entire form, #4702.1-.2, to your Community Coordinator by June 1. Attach a copy of your checkbook register that corresponds to the dates of this report and the most recent bank statement from the troop account. The troop leader should keep all receipts and canceled checks on file for three years. **Make a copy of this report for your troop's records.**

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

Service Unit #: _____ Troop #: _____ # of girls in troop _____

Level (circle): Daisy Brownie Junior Cadette Senior Ambassador

Troop Leader _____ Best Phone to reach you at _____

Address _____ City/State/Zip _____

Email _____

Troop 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.):

Did you attach a current bank statement? ___ Yes ___ No

If no, are there outstanding checks/deposits? ___ Yes ___ No

Please list outstanding checks:

Check # _____ Amount \$ _____ Check # _____ Amount \$ _____

Check # _____ Amount \$ _____ Check # _____ Amount \$ _____

Please list outstanding deposits:

Deposit Amount \$ _____ Deposit Amount \$ _____

(Continued)

Income Worksheet

BEGINNING BALANCE \$ _____ **This will be your Ending Balance from last year's Troop Financial Report.** (Indicate this amount on Side 1)

GS Fall Product Sale profit	\$ _____
Troop Sponsorship (name of sponsor _____)	\$ _____
Troop dues	\$ _____
GS Cookie Sale profit	\$ _____
Troop Cookie Bonus	\$ _____
Troop Money Earning Project	\$ _____
Events/field trips	\$ _____
_____	\$ _____
_____	\$ _____
Camping with your troop	\$ _____
_____	\$ _____
_____	\$ _____
Other (briefly explain)	\$ _____
_____	\$ _____
TOTAL INCOME- (Indicate this amount on Side 1)	\$ _____

Expense Worksheet

Basic Meeting Supplies <i>(e.g. paper, crayons, scissors, glue, tape, yarn, pencils, markers, food, etc. Note: these items can be borrowed or donated by girls' families.)</i>	\$ _____
Insignia <i>(e.g. pins, badges, try-its, membership stars/discs, I.D. strips, numbers, etc.)</i>	\$ _____
Books	\$ _____
Events/Field trips <i>(e.g. admission or event fees, cost of Safety-Wise chaperones)</i>	\$ _____
Camping with your troop <i>(e.g. food, site fees, etc.)</i>	\$ _____
Other (briefly explain)	\$ _____
_____	\$ _____
TOTAL EXPENSES- (Indicate this amount on Side 1)	\$ _____

Please Note: Failure to submit this report annually may result in a troop account audit, freezing of the account until the report is submitted, and/or the troop checking account being removed from the present signer(s).

Signature of person filling out this financial report _____ Date _____

Verified by (CC signature) _____ Date _____

Sample Checkbook Register

Check Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	9/15	New Account Opening Deposit			\$5.00	\$5.00
	9/25	Deposit -Coborn's Inc.– Sponsorship Donation			\$20.00	\$25.00
	9/27	Deposit -Troop dues – for Sue, Jill, Kay			\$30.00	\$55.00
	9/30	Deposit – Uniforms for Sue, Jill, Kay, Nan, Jan			\$200.00	\$255.00
1234	10/15	GSMWLP – Insignia & Books Uniforms \$170 Books \$25		\$195.00		\$60.00
	10/23	Deposit -Acme Company – Sponsorship Donation			\$100.00	\$160.00
1235	10/30	Michaels – Meeting Supplies (Science Wonder)		\$24.00		\$136.00
	10/30	Deposit -Troop dues for Nan, Jan			\$20.00	\$156.00
1236	11/5	Wal-Mart – Meeting Supplies (Puppets, Plays)		\$10.00		\$146.00
	11/25	Deposit –Program Fee Collected from families for Sleep w/the Sharks			\$330.00	\$476.00
	12/10	Deposit - Fall Product Sale troop profit			\$250.00	\$726.00
1237	12/15	GSMWLP – Insignia		\$12.00		\$714.00
1238	12/20	GSMWLP – Sleep w/Sharks – Program Fee pd		\$520.00		\$194.00
1239	1/15	SU #00 – Event (Cookie Kick Off)		\$30.00		\$164.00
1240	1/30	GSMWLP – Insignia		\$7.00		\$157.00
1241	2/15	SU #00 – Event (Thinking Day)		\$12.00		\$145.00
1242	2/27	Cub Foods – Meeting Supplies (Make it, Eat it)		\$23.00		\$122.00
1243	3/15	Humane Society Donation		\$25.00		\$97.00
	4/15	Deposit -Cookie Sale troop profit			\$200.00	\$297.00
1244	4/22	McDonald's – Field Trip		\$15.00		\$282.00
	4/30	Deposit-Cookie Sale troop profit			\$150.00	\$432.00
1245	5/16	GSMWLP – Insignia		\$25.00		\$407.00
	5/30	Deposit from families – Camping fee collected for Sue, Jill, Kay, Nan, Jan			\$200.00	\$607.00
1246	6/15	Coborn's Groc. – Camping		\$75.00		\$532.00
1247	6/17	Hancock Fabric – Camping		\$35.00		\$497.00
1248	6/20	Wal-Mart – Camping		\$45.00		\$452.00
1249	6/20	GSMWLP – Rental deposit for Shingobee – Camping		\$60.00		\$392.00
1250	8/20	GSMWLP – Rental balance for Shingobee – Camping		\$140.00		\$252.00