



Girl Scouts of Minnesota and Wisconsin Lakes and Pines

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, Service Unit Manager or SU Finance Manager by June 1*. Attach the most recent troop bank statement and a copy of your checkbook register that corresponds to the dates of this report. The troop leader should keep all receipts and canceled checks on file for seven years. **Make a copy of this report for your troop's records.**

Service Unit Manager (SUM): Verify and send to: Waite Park Regional Center, Attn: Product Sales & Finance Specialist, 400 2nd Ave S, Waite Park, MN 56387.

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

Level: 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.):

Current bank statement is attached _____ Yes

Are there outstanding checks/deposits? _____ Yes _____ No

Please list outstanding checks:

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

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

Please list outstanding deposits:

Date _____ Amount \$ _____ Date _____ Amount \$ _____ (Continued)



Income Worksheet

BEGINNING BALANCE (Indicate this amount on Side 1) \$ _____

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

GS Fall Product Sale deposit \$ _____

Troop Sponsorship (name of sponsor _____) \$ _____

Troop dues \$ _____

GS Cookie Sale deposit \$ _____

Troop Bonus ACH credit (Cookie Program) \$ _____

Troop Money Earning Project \$ _____

Events/field trips
_____ \$ _____

_____ \$ _____

Camping with your troop
_____ \$ _____

_____ \$ _____

Other (briefly explain)
_____ \$ _____

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

Expense Worksheet

ACH Debits Fall Sale \$ _____

Cookie Sale \$ _____

Basic Meeting Supplies (e.g. paper, scissors, glue, yarn, pencils, markers, snacks, etc.) \$ _____

Note: these items can be borrowed or donated by girls' families.

Insignia (e.g. pins, awards, troop crest, membership stars/discs, I.D. strips, numbers, etc.) \$ _____

Books \$ _____

Events/Field trips (e.g. admission or event fees, cost of Safety Ratio chaperones) \$ _____

Camping with your troop (e.g. food, site fees, etc.) \$ _____

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/SUM/SUFM signature) _____ Date _____