girl scouts of central illinois

Annual Troop Finance Report

Troop Number _____

The council will need a new ACH Troop Bank Account Agreement along with a voided check, deposit slip, or bank statement annually for your troop bank account. If you have not done this please contact your Membership Team at 888-623-1237 or customercare@girlscouts-gsci.org. The Annual Troop Finance Report is due by June 15. We require this information annually to ensure our records are accurate. We are required to conduct a certain number of troop audits per year.

Income - 2024-2025

If there is no value for an item, write 0 in the field.

Membership Fee	_____
Troop Dues	_____
Activity/Event Fees Collected	_____
Fall Product Total Deposit	_____
Cookie Program Total Deposit Income	_____
Troop Money-Earning Projects	_____
Donations Received	_____
Other Income Received	_____
Total Income	_____

Expenses - 2024-2025

If there is no value for an item, write 0 in the field.

Membership Fee	_____
Council-Sponsored Activities/Events	_____
Other Non-Council Group Activities	_____
Fall Product Total ACH to Council	_____
Cookie Program Total ACH to Council	_____
Troop Supplies	_____
Uniforms, Badges, Patches, Books	_____
Donations Made by Troop	_____
Other Expenses	_____
Total Expenses	_____

Submit the Troop Finance Report by June 15

For the troop year-end report we need the following:

1. Completed Annual Troop Finance Report
2. Troop bank account statements - October 2024 through May 2025
3. All troops must have a current ACH Troop Bank Account Agreement on file with the council.

As a routine process of auditing Girl Scout troop bank accounts, we may be contacting you for additional information, as well as, bank statements and/or receipts. Please keep all the troop receipts for 12 months after submitting your troop finance report.

Bank Information - 2024-2025

Checking Account Required

Bank Name _____
Branch Name _____
Last 4 Account Numbers _____
Signers on Checking Account _____
First and Last Name Signer 1 _____
First and Last Name Signer 2 _____

Financial Summary 2024-2025

Starting Balance _____
Income _____
Expenses _____
Ending Balance _____

Council Notes and Questions for Troop

Troop Status

What is the status of your troop for the next membership year?

Returning
Merge with another troop
Disbanding
Not Sure

Note for all troops:

Acceptable uses for troop funds: Girl Scout required training, membership fees, background check fees, troop supplies, additional Girl Scout Insurance, badges/uniforms/patches, program fees, food/snacks for troop meetings/activities. If you have questions or need more clarification, please contact your Membership Engagement Coordinator.