



# 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 [customer care@girlscouts-gsci.org](mailto:customer care@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

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

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 Income	_____

## 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 2020 thru May 2021
3. A new ACH Troop Bank Account Agreement from for the new Girl Scout year

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**

*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 2019-2020**

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 Member Support.