Annual Troop Finance Report 2019-2020

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 Member Support Specialist at 888-623-1237 or customercare@girlscouts-gsci.org. The Annual Troop Finance Report is due by June 15, 2020. 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, 2020

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

1. Completed Annual Troop Finance Report
2. Troop bank account statements - October 2019 thru May 2020
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*

<table>
<thead>
<tr>
<th>Bank Name</th>
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<tbody>
<tr>
<td>Branch Name</td>
<td></td>
</tr>
<tr>
<td>Last 4 Account Numbers</td>
<td></td>
</tr>
<tr>
<td>Signers on Checking Account</td>
<td></td>
</tr>
<tr>
<td>First and Last Name Signer 1</td>
<td></td>
</tr>
<tr>
<td>First and Last Name Signer 2</td>
<td></td>
</tr>
</tbody>
</table>

**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

**Troop Information and Opportunity Catalog**

Please update your troop information and opportunity catalog [here](#).

**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.

*GSCI August 19, 2019*