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

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
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.