



Annual Troop/Group/Service Unit Financial Report

Instructions:

1. Each Troop/Group and Service Unit is required to submit a completed report to their membership manager with a copy of the last 3 bank statements attached by **June 15th**. This form reports finances from September 1 through June 15th or from the day you take over the Girl Scout troop through **June 15th**.
2. Each Girl Scout troop/group/service unit develops and administers its own budget and keeps accurate records of its financial activities. This report summarizes, from a financial perspective, the troop's/service unit's activities. The council uses this information to monitor and identify trends and needs.

Troop/Group # _____ and/or Service Unit _____

Volunteer's Name _____

Account Mailing Address _____ City _____ State _____ Zip _____

Girl Scout Membership Year _____

Number of girls registered _____ Grade Level: D B J C S A

Service Unit: Number of troops registered _____ (Please mark # in the age level boxes)

Troop/Group Dues: \$_____ per: week meeting month ½ year year

How much did this equal for the whole year? _____ (Total all girls)

Income:

Balance carried forward from last year	_____
Girl Scouts of the USA Registration Fees	_____
Total troop/group dues collected	_____
Cookie Sale net income	_____
Fall Product Sale net income	_____
Other troop money earning income (attach list)	_____
Donations (attach list)	_____
Juliette Low World Friendship Fund donations collected	_____
Other _____	_____
Total Income	_____

Expenses:

Girl Scouts of the USA Registration Fees forwarded to council	_____
Troop/Group/SU Supplies, i.e. books, insignia/awards, scissors, first aid kits, etc.	_____
Program activities at meeting site/service unit	_____
Outing/Field Trip Expenses, i.e. fees, food, transportation, etc.	_____
Camping/Camporees	_____
Trips/events	_____
Service Project Expenses	_____
Donations to (list): _____	_____
Juliette Low World Friendship Fund donations forwarded to council	_____
Cookie Sale expenses	_____
Fall Product Sale expenses	_____
Other: _____	_____
Total Expenses	_____

Total Income \$ _____ - Total Expense \$ _____ = Balance \$ _____ (as of this date)

Per Girl Averages (divide the numbers above by the number of girls):

Income per girl: \$ _____ Expenses per girl: \$ _____

What plans does your troop/group have for the balance in the treasury?

Accounting of Troop/Group/SU Funds as of: _____

Amount of funds retained as cash: \$ _____

Retained by: _____ Daytime Phone _____

Banking Information:

Name of Bank _____ City _____

Checking Acct # _____ Balance \$ _____ as of _____ (date)

Savings Acct # _____ Balance \$ _____ as of _____ (date)

Persons authorized to withdraw funds are:

_____ Daytime Phone _____

_____ Daytime Phone _____

_____ Daytime Phone _____

Reminders: Any troop/group/service unit with \$100 or more in its treasury should deposit the funds into a troop/group account in an accredited financial institution. Troop or Service Unit Bank Account Information Form should be filed with the council no later than two weeks after opening the account. Additionally, if the location of the account or the signatories should change, a new form should be filed within two weeks of the change.

Prepared by _____ Position _____ Date _____

Service unit manager initial and date your review here, then forward to your membership manager to close out year by **June 15th**.

Service Unit Manager _____ Date _____

Membership Manager _____ Date _____

Note: Please attach a copy of the last 3 bank statements from your financial institution.

Regional Service Centers

Columbus, MS – 662-328-1930 ♦ FAX: 662-328-1220 ♦ 321 7th Street North, Columbus, MS 39701 ♦ Mailing: P. O. Box 2492, Columbus, MS 39704

Corinth, MS – 662-287-8321 ♦ FAX: 662-286-8142 ♦ 718 Taylor Street, Corinth, MS 38834 ♦ Mailing: P. O. Box 1145, Corinth, MS 38835

Grenada, MS – 662-226-0255 or 888-453-2034 ♦ FAX: 662-226-0258 ♦ 2430 Sunset Drive Ste D, Grenada, MS 38901

Jackson, TN – 731-668-1122 ♦ FAX: 731-661-0011 ♦ 1007 Old Humboldt Road, Jackson, TN 38305

Memphis, TN – 901-767-1440 or 800-727-8104 ♦ FAX: 901-797-2183 ♦ 2715 Kirby Pkwy, Ste 1, Mphs, TN 38119 ♦ Mailing: PO Box 240246, Memphis, TN 38124

Tupelo, MS – 662-844-7577 or 800-624-4185 ♦ FAX: 662-680-3164 ♦ 1800 W. Main St., Tupelo, MS 38801 ♦ Mailing: P.O. Box 1087, Tupelo, MS 38802

Website: www.girlscoutshs.org