

# Troop/Group Financial Report

**Period Covered:**  
 From \_\_\_\_\_  
 To \_\_\_\_\_

This report is completed by the lead volunteer for a troop/group using the Detailed Cash Record that you have kept throughout the year. Your Troop/Group Financial Report will be submitted to your service unit finance coordinator by August 1, 2020 or when there is a change of leadership. Attach your last bank statement and Detailed Cash Record to your completed Financial Report. \*Groups with interest bearing accounts must also turn in a financial report as of December 31. Interest Income is to be reported and #1099 forms turned in with reports by January 29. It is your responsibility to retain all bank statements and receipts. Council may request to view these items at any time.

Checking Account     Savings Account    **Funds are deposited in the name of Girl Scout Council of Colonial Coast**

Troop/Group # \_\_\_\_\_ SU # \_\_\_\_\_ Account # \_\_\_\_\_

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

List Authorized Signers: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Membership Level:  Daisy     Brownie     Junior     Cadette     Senior     Ambassador

INCOME		EXPENSES		
Beginning Balance		\$	9) Bank Service Charges	\$
	Month / Year		10) GSUSA Membership Dues/Assistance	\$
1) Interest on Bank Account*		\$	11) Community Service Projects	\$
2) GSUSA Membership Dues		\$	12) Total Product UNSOLD	\$
3) Troop Dues Collected		\$	Fall Product Unsold	\$
4) Fall Product Proceeds		\$	Cookies Unsold	\$
5) Cookie Program Proceeds		\$	13) Other Money Earning	\$
6) Troop Money-Earning Project Proceeds		\$	14) Insignia (Badges, Patches, Awards)	\$
7) Donations/Sponsorships		\$	15) Activity Supplies & Equipment	\$
8) Other Troop Income		\$	16) Trips/Parties	\$
			17) Other Expenses	\$
			<b>TOTAL EXPENSES</b>	\$
			OUTSTANDING CHECKS (not cleared)	\$
			<b>ENDING BALANCE</b>	\$
<b>Beg. Balance + New = TOTAL INCOME</b>		\$	{Total income (-) o/s deposits (-) total expenses (+) o/s checks}	
			BANK STATEMENT ENDING BALANCE	\$
OUTSTANDING DEPOSITS (not cleared)		\$	DIFFERENCE	\$
			{Ending balance (-) bank statement balance}	

What are your plans for remaining balance? e.g., pre-registering girls for fall \_\_\_\_\_

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\_\_\_\_\_  
 Signature of person completing report (may email to lead volunteer)  
 Email \_\_\_\_\_

\_\_\_\_\_  
 Date  
 Phone # \_\_\_\_\_

\_\_\_\_\_  
 Signature of leader/adviser (may email to SU finance coordinator)  
 Email \_\_\_\_\_

\_\_\_\_\_  
 Date  
 Phone # \_\_\_\_\_

\_\_\_\_\_  
 Signature of SU finance coordinator (may email to staff representative)

\_\_\_\_\_  
 Date

## GUIDELINES RELATING TO FINANCE

### Volunteer Essentials

The volunteer in charge of the group is responsible for the safeguarding of funds and submitting accurate records and reports to the service unit finance coordinator or staff representative.

Banking accounts are to list: GSCCC Troop # \_\_\_\_\_ and Tax ID # 54-1158412

The IRS has policies regarding withholding taxes on all non-profit bank accounts, especially any that bear interest. All interest bearing accounts will be carefully scrutinized. For this and other reasons, it is imperative that every troop/group with an interest bearing account turn in its Financial Report to the service unit finance coordinator no later than January 29, with the December 31 bank statement and the #1099 forms reporting interest earned.

INCOME	EXPENSES
<p>(1) Interest on Bank Account Interest earned.</p> <p>(2) GSUSA Membership Dues All money that were paid to the troop/group to register girls and adults.</p> <p>(3) Troop Dues Collected Money collected by the troop/group from girls and/or parents and kept by the troop/group.</p> <p>(4) Fall Product Proceeds The actual dollar proceeds amount that your troop/group earned from the product sale program (listed on your product sale paperwork).</p> <p>(5) Cookie Program Proceeds The actual dollar proceeds amount that your troop/group earned from the product sale program (listed on your product sale paperwork).</p> <p>(6) Troop Money-Earning Project Proceeds All money from approved money-earning projects conducted by the troop other than the product sale activities.</p> <p>(7) Donations/Sponsorships All money, except dues, given to your troop by parents, or by people/businesses/sponsors, service clubs, or churches to support your troop activities. All donations must be receipted through the council.</p> <p>(8) Other Troop Income Money collected not otherwise classified.</p>	<p>(9) Bank Service Charges Non-sufficient funds, service fees and check reorder charges.</p> <p>(10) GSUSA Membership Dues/Assistance All money paid by the troop to register and provide membership assistance to girls and adults as members of GSUSA.</p> <p>(11) Community Service Projects All money paid for supplies used to perform a service project. This includes craft supplies, food, photocopies, etc. Donations that the troop made to the Juliette Low World Friendship Fund or the Juliette Low Birthplace are also included here.</p> <p>(12) Product Sale (unsold products) The total dollar amount of all unsold products.</p> <p>(13) Other Money Earning The costs of carrying out approved money-earning projects conducted by the troop other than the product sale activities.</p> <p>(14) Insignia (Badges, Patches, Awards) All money paid for badges, patches, certificates, and awards received by the girls during the membership year.</p> <p>(15) Activity Supplies &amp; Equipment All items purchased for the weekly operation of the troop/group, including such things as project supplies, food for meetings, ceremonies, parties, badge activities, photocopies, etc.</p> <p>(16) Trips/Parties Includes such things as food, supplies, and sit fees, as well as trips and excursions outside the regular troop meeting time or place.</p> <p>(17) Other Expenses These are expenses incurred not listed above. Includes such things as volunteer appreciation gifts/events, gifts for parent helpers, volunteer training fees, service unit dues, etc.</p>