

# ANNUAL TROOP FINANCE REPORT 2008

This report is due to your Service Unit Manager by **June 16th**.

**Attach a copy of the most recent bank statement**

- \*Please attach copies of any additional forms you used to track your troop's expenses.
- \*Retain receipts, deposit slips, cancelled checks, and other financial records for the life of the troop or a minimum of two years.

### REGISTRATION INFORMATION

|                                    |              |                 |               |
|------------------------------------|--------------|-----------------|---------------|
| Troop#                             | Service Unit | Troop age level |               |
| _____                              | _____        | ( ) Daisy       |               |
| Total Number of Registered Members |              |                 | ( ) Brownie   |
| GIRLS                              | + ADULTS     | = TOTAL         | ( ) Junior    |
|                                    |              |                 | ( ) Cadette   |
|                                    |              |                 | ( ) Senior    |
|                                    |              |                 | ( ) Multi Age |
|                                    |              |                 | ( ) Studio 2B |

### TROOP DUES

Amount of dues requested per person

check all that apply.

- Dues Requested WEEKLY \$ \_\_\_\_\_
- Dues Requested MONTHLY \$ \_\_\_\_\_
- Dues Requested ANNUALLY \$ \_\_\_\_\_

**PLEASE CLOSE MY TROOP'S BANK OF AMERICA ACCOUNT, MY TROOP IS NOT CONTINUING NEXT YEAR.**

*(for troops with another bank, please contact your Area Manager for assistance)*

Please close my troop's Bank of America Account \_\_\_/\_\_\_/08

Action Date

At that time I will have verified all the troop's outstanding checks have cleared my troop's bank account and the bank account balance is final. Upon closure, the account balance will be forwarded to the Girl Scout financial assistance fund.

Troop Leader's Approved \_\_\_\_\_

Service Unit Manager Approved \_\_\_\_\_

Troop Leaders Follow-up Phone Number/Email \_\_\_\_\_

Troop Leader Signature Date

Service Unit Manager Signature Date

### INCOME

|   |                 |
|---|-----------------|
| Balance Carried Forward   | \$ _____        |
| GSUSA Membership Fees   | \$ _____        |
| Dues Collected  | \$ _____        |
| Cookies   | \$ _____        |
| Fall Product  | \$ _____        |
| Troop Money Earning   | \$ _____        |
| Financial Assistance (Troop dues and Program costs received by check) | \$ _____        |
| Event Fees Paid by Parents  | \$ _____        |
| Other Income (Please List)...   | \$ _____        |
| <b>TOTAL INCOME</b>   | <b>\$ _____</b> |

### EXPENSES

|                                 |                 |
|---------------------------------|-----------------|
| Troop Supplies                  | \$ _____        |
| Activities/Trips/Camping        | \$ _____        |
| Pins, Badges, Patches           | \$ _____        |
| GSUSA Membership Fees           | \$ _____        |
| Other Expenses (Please list)... | \$ _____        |
| <b>TOTAL EXPENSES</b>           | <b>\$ _____</b> |

**ENDING BALANCE** \$ \_\_\_\_\_

(Total Income minus Total Expenses)

Financial assistance received from the council to support troop dues, events, insignia, etc. (this should not include GSUSA membership fees.)

**If Ending Balance is more than \$50, please indicate how it will be used (on the back:)**

**If troop bank statement and ending balance differ, please explain (on the back:)**

**Troop Leader:** Send this report to your Service Unit Manager by **June 16th**. Keep a copy for your files.

**Service Unit Manager:** Forward to your Area Manager by **June 30th**.

**Area Manager:** Forward to the Banking Coordinator