

Use this worksheet to help you track troop finances and prepare to submit your annual Finance Report.

When it's time to submit your year-end Finance Report (due July 31), the data from this worksheet will be entered into the Volunteer Toolkit's Finance Tab by the Troop Leader or Troop Treasurer.

Questions? Contact your Service Unit Treasurer or our Member Support team at info@gshnj.org.

WORKSHEET GUIDE

Ending balance from prior year This amount should be one of the following and should equal the balance on your troop account's bank statement as of June 30:

- Amount carried over by troop/group from prior year (must match ending balance from prior year Troop/Group Finance Report) **OR**
- Amount received at time of change in troop/group leadership (must match ending balance from prior year Troop/Group Finance Report) **OR**
- \$0 if troop was newly established during the year.

TYPES OF INCOME

Adult and girl registration fee Monies paid directly to troop for GSUSA annual membership dues paid at registration.

Dues Monies paid by girls/families to the troop on a weekly, monthly, or annual basis.

Product Programs troop profit Income earned by troop/group for the Fall Product and Cookie Programs. These amounts must reconcile to the reports submitted by the troop to the Service Unit Product Program Manager(s)/council.

Fees collected for events/activities Monies paid to the troop/group to help cover the cost of troop/group, service unit and/or council events or activities. For example, if the troop went camping and each girl paid \$5 to cover the expense of the trip.

Other money-earning activities All money earned/received for activities associated with a council-approved money-earning project such as a garage sale, car wash, etc.

Miscellaneous income Funds collected/earned not otherwise classified.

Donations received Details regarding monetary in-kind gifts, and reporting requirements for them, can be found in [Volunteer Essentials](#). You must provide details about any donations of money, goods, or services from businesses or anyone other than girls or family members (including businesses owned by families).

Financial Aid Money received on behalf of families who qualify for financial assistance from GSHNJ for Girl Scouting activities, membership fees, and uniforms/insignia.

TYPES OF EXPENSES

Adult and girl registration fee Monies paid directly by troop for girl and adult annual membership dues paid at registration.

Activity and event expenses paid Registration expenses incurred for participation in troop, service unit, and/or council activities or events. Example: Museum entrance fee, SU Camporee, or council Cookie Rally.

Troop supplies Expenses incurred for purchase of supplies used by the troop. Items may include troop supplies for regular meetings (pens, pencils, paper), or supplies specific to a troop activities (materials to do a Journey or badge activity such as seeds and potting soil). DO NOT record expenses for supplies associated with service projects or events under this category.

Service projects Any expense related to Take Action or community service projects performed by the troop. Include any materials purchased to implement the project.

Awards and recognitions Journey awards, badges, patches, pins or other recognition awards purchased to recognize the accomplishments for the girls or gifts/awards to recognize contributions of troop/group adults.

Room or space rental Fees paid for use of meeting place facilities or rental of site for activity such as campsite use.

Other miscellaneous expenses Expenses incurred not otherwise classified. (Please list details.)



Troop/Group Finance Worksheet

Troop Information

Troop number (5 digits):
 Service Unit number:
 Troop Leader #1 name:
 Troop Leader #2 name:
 Names of Additional Troop Leaders (list full names):

 Troop Treasurer name:

Troop Banking Information

Financial Institution name:
 Account number:
 Account Type:
 Checking
 Savings
 Both
 Names of Authorized Signers on Account (list full names):

A) Ending Balance from prior year:

<p>Current Year Income (July 1, 20 - June 30, 20)</p> <p>Adult/Girl Registration Fees</p> <p>Troop Dues</p> <p>Fall Product Program Profit</p> <p>Cookie Program Profit</p> <p>Event/Activity Fees</p> <p>Other Money-Earning Activities</p> <p>Miscellaneous Income (specify)</p> <p>B) Total Income:</p> <p>C) Grand Total of prior year ending balance and current year income (A+B):</p>	<p>Current Year Expenses (July 1, 20 - June 30, 20)</p> <p>Adult/Girl Registration Fees</p> <p>Event/Activity Expenses</p> <p>Troop Supplies</p> <p>Service Projects</p> <p>Awards and Recognitions</p> <p>Room or Space Rentals</p> <p>Miscellaneous Expenses (specify)</p> <p>D) Total Expenses:</p> <p>E) Ending Balance of current year, Grand Total of prior year less Total Expenses of current year (C-D):</p>
--	---

Reconciliation of Funds and Accounts

Total Balance of last bank statement:
 Total Outstanding Deposits:
 Total Outstanding Checks:
 Grand Total (should equal line "E" above):