

TROOP/GROUP FINANCE WORKSHEET LINE ITEM INSTRUCTIONS:

The purpose of this guide is to assist you in preparing your Troop/Group Finance Report. These figures will be submitted to council through the Volunteer Toolkit Finance Tab by your Troop Leader. If you have any questions, please contact your Service Unit Treasurer or your Service Unit Manager.

girl scouts heart of new jersey
120 Valley Road
Montclair, NJ 07042
www.gsnj.org
908-518-4400

Troop/Group Finance Report
Do not e-mail for this form because it includes sensitive personal information.

Date Received by SU Treasurer: _____

Troop Leader: _____ Troop # _____ # of Girls _____ # of Adults _____ Service Unit Name/ # _____
 Program Level (check all boxes that apply) D B J C S A
 Will troop be continuing next year? Yes Undecided No (if no, attach Outstanding Troop Form and contact FE)
 Does your troop have a debit card? Yes No

Due by June 30, 2014 or when troop disbands or upon change of leadership. See Troop/Group Finance Report Instructions regarding listing income and expenses. Make two copies of completed form. One stays with troop/group as a record of account for girls, parents. One copy PLUS latest troop bank statement go to Service Unit Treasurer. If there is no SU T, please submit to SU M.

Name of Financial Institution _____ Account # _____	
Account type: <input type="checkbox"/> Checking	
Names of Authorized Signers:	
Signer #1 _____	
Signer #2 _____	
Signer #3 _____	
If troop/group account has not been established, troop/group cash is in the custody of:	
Name _____ Telephone # _____	
Address _____ City/Zip _____	
Individual completing Troop/Group Finance Report:	
Name _____ Telephone # _____	
Address _____ City/Zip _____	
E-mail _____	
Record of Donations Received (Monetary & In-Kind) If you have additional donations, please include on a separate piece of paper:	
Date _____ Name _____ Telephone # _____	
Donation Description _____ Monetary Value _____	
<input type="checkbox"/> Reported to GSHNJ	
If the troop/group's ending balance is more than \$500 what are the girls' plans for the use of these funds? _____	
We certify that the above is an accurate statement of income and expenses for the year. (Two signatures required)	
Print Troop Treasurer Name _____ Signature _____ Date _____	
Print Troop Leader (or 2nd Adult) Name _____ Signature _____ Date _____	

Troop/Group Income/Expense Statement	
A—Ending Balance from prior year	\$ _____
Current Year Income (June 1, 2013—May 31, 2014)	
1. Adult & Girl Registration Fee	\$ _____
2. Troop Dues	\$ _____
3. Fall Sale Profit (must match product sales reports)	\$ _____
4. Cookie Sale Profit (must match product sales reports)	\$ _____
Fees Collected for Events/Activities	\$ _____
Other Money-Earning Activities	\$ _____
Miscellaneous Income (Specify)	\$ _____
B—Total Income	\$ _____
C—Grand Total (A + B)	\$ _____
Expenses (June 1, 2013—May 31, 2014)	
1. Adult and Girl Registration Fee	\$ _____
2. Activity and Event expenses	\$ _____
3. Troop/Group Supplies	\$ _____
4. Service Projects	\$ _____
5. Awards and Recognitions	\$ _____
6. Room or Space Rentals	\$ _____
7. Other Miscellaneous Expenses (Specify)	\$ _____
D—Total Expenses	\$ _____
E—Ending Balance (C—D + E)	\$ _____
Reconciliation of Funds/Account(s)	
Total balance on Last Bank Statement	\$ _____
Total Outstanding Deposits	+
Total Outstanding Checks	-
Grand Total (should equal line "E")	\$ _____

ENDING BALANCE FROM PRIOR YEAR

This amount should be one of the following:

1. Amount carried over by troop/group from prior year (must match ending balance from prior year Troop/Group Finance Report) OR
2. Amount received at time of change in troop/group leadership (must match ending balance on last Troop/Group Finance Report OR
3. \$0 if troop was newly established during the year.

EXPENSES

(Money paid out, including money paid out for girls attending events.)

1. **Adult and Girl Registration Fee:** Monies paid directly by troop for girl and adult annual membership dues paid at registration.
2. **Activity & Event Expenses Paid:** Registration expenses incurred for participation in troop, service unit, and/or council activities or events. Example: Children's Museum entrance fee, SU Camporee, or council Cookie Rally.
3. **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.
4. **Service Projects:** Any expense related to Take Action or community service projects performed by the troop. Include any materials purchased to implement the project.
5. **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.
6. **Room or Space Rental:** Fees paid for use of meeting place facilities or rental of site for activity such as campsite use.
7. **Other Misc. Expenses:** Expenses incurred not otherwise classified. (Please list details.)

RECORD OF DONATIONS RECEIVED:

Details regarding monetary in-kind gifts, and reporting requirements for them, can be found in the Council Resource Guide: 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).

INCOME (Money received or collected by troop/group, including monies collected for families attending events.)

1. **Adult and Girl Registration Fee:** Monies paid directly by troop for GSUSA girl and adult annual membership dues paid at registration.
2. **Dues:** Any money paid by girls/families to the troop on a weekly, monthly, or annual basis. Adult & Girl Registration Fee Dues: Monies paid directly by troop for GSUSA girl and annual membership dues paid at registration.
3. **Fall Product Program Troop Profit:** Income earned by troop/group for fall product program. **This amount must reconcile to report submitted by troop to Service Unit Fall Product Program Manager/Council.
4. **Cookie Program Troop Profit:** Same as above.
5. **Fees Collected for Events/Activities:** Monies paid to the troop/group to help cover the cost of troop/group, service unit &/or council event or activities. For example, troop went camping and each girl paid \$5 to help cover the expense of the trip.
6. **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.
7. **Misc. Income:** Funds collected/earned not otherwise classified.

Date Received by SU Treasurer: _____

Troop/Group Finance Worksheet

Due to the inclusion of sensitive personal information, please do not email or fax this form.

Troop Leader _____ 5 Digit Troop # _____ # of Girls _____ # of Adults _____ Service Unit Name or # _____

Program Level (check all that apply): D B J C S A

Will your troop be continuing next year? Yes Undecided No If no, attach Disbanded Troop Form and contact your Service Unit Support Specialist.

Troop Leader will submit report through the Volunteer Toolkit Finance Tab annually by June 20th or when troop disbands. See Troop/Group Finance Worksheet Instructions regarding listing income and expenses. Make two copies of completed form. One stays with troop/group as a record of account for girls & parents. One copy PLUS latest troop bank statement go to the Service Unit Treasurer. If there is no Service Unit Treasurer, please submit to Service Unit Manager.

Name of Financial Institution _____ Account Number _____

Account Type: Checking Savings Both

Names of Authorized Signers:

Signer #1 _____

Signer #2 _____

Signer #3 _____

If troop/group account has not been established, troop/group cash is in the custody of:

Name _____ Telephone Number _____ Email _____

Address _____ City/State/Zip _____

Individual Completing Report:

Name _____ Telephone Number _____ Email _____

Address _____ City/State/Zip _____

Record of Donations Received. If you have additional donations, please include on a separate paper.

Date _____ Name _____ Telephone _____

Donation Description _____ Monetary Value _____

If the troop/group's ending balance is more than \$500, what are the girls' plans for the use of these funds?

I certify that the above is an accurate statement of income and expenses for the year.

Troop Treasurer Name _____ Signature _____ Date _____

Troop/Group Income Expense Statement

A – Ending Balance from prior year \$ _____

Current Year Income (June 1, 20 – May 31, 20)

Adult & Girl Registration	\$ _____
Troop Dues	\$ _____
Fall Product Troop Program Profit	\$ _____
Cookie Program Troop Profit	\$ _____
Event/Activity Fees Collected	\$ _____
Other Money-Earning Activities	\$ _____
Miscellaneous Income (Specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

B – Total Income \$ _____

C – Grand Total (A+B) \$ _____

Expenses (June 1, 20 – May 31, 20)

Adult & Girl Registration Fee	\$ _____
Activity and Event Expenses Paid	\$ _____
Troop Supplies	\$ _____
Service Projects	\$ _____
Awards and Recognitions	\$ _____
Room or Space Rentals	\$ _____
Other Miscellaneous Expenses (Specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

D – Total Expenses \$ _____

E – Ending Balance (C-D=E) \$ _____

Reconciliation of Funds/Account(s)

Total Balance on Last Bank Statement	\$ _____
Total Outstanding Deposit	+
Total Outstanding Checks	-
Grand Total (should equal line "E")	\$ _____