

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.

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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 SLUK.

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") \$ _____
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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.

