



Are You Ready to Prepare Your Troop Finance Report?

We've Got the Tools and Tricks You Need to Succeed!

Include all the following documents submitted with your Troop Finance Report.

- The Troop Finance Report Summary (signed by both account signers - electronic signatures are not accepted)
- Finance Report Ledger page(s)
- Miscellaneous Summary (indicate NA if it doesn't apply)
- Monthly bank statements for the period of the report

Troop Finance Report

Leadership/Member Name: **Suzey G. Scout** Troop #: **0001** Service Unit #: **0000000** Unit Code: **0000000**

Bank Account Number: **0000000000** Bank Name: **Anytown, USA**

For all other items, file through the following fields:

1. **IN 25** in the bank **1125** cash on hand **R00B** @girlscout.org

Prepared by: **Suzey G. Scout**

2. **Tran A. Campor**

REMEMBER: By signing my name below, I am accepting responsibility for the accuracy of this Troop Finance Report and for any funds that are unaccounted for.

Signature: *[Signature]* Email: trana@gsok.com Unit: **0000000**

Signature: *[Signature]* Email: suzey@gsok.com Unit: **0000000**

Finance Report Ledger Pages. Use as many pages as needed to fully document income and expenses.

Troop #	Date	Details: Company Name, Program, and Method of Payment	Income	Product Program (P.P.T.)	Expense	Cash on Hand	Money in Bank	Total Cash + Money in Bank
		Balance Forward from previous report				\$15.25	\$210.14	\$225.39
		Product Program Income: Back to Back or 9 of 10 products						
		Book Exp - Troop Start and Endg - 1 single for 4 girls	\$21.60			\$15.25	\$230.34	\$245.94
		Exp from sale of gals - dues	\$10.00			\$15.25	\$245.59	\$260.84
		Exp for program needs collected from girls and fees	\$40.00			\$15.25	\$230.34	\$245.59
		Exp for program needs paid for with and from troop start and endg funds	\$4.00			\$15.25	\$245.59	\$260.84
		Other fee fund for snacks, used coin	\$4.25			\$15.25	\$230.34	\$245.59
		All other exp from bank	\$10.00	F		\$15.25	\$245.59	\$260.84
		All other exp from bank	\$10.00	F		\$15.25	\$245.59	\$260.84
		Cookie report net sale - \$100 cash, \$40 credit	\$140.00	C		\$15.25	\$230.34	\$245.59
		Cookie for fundraiser	\$100.00	C		\$15.25	\$245.59	\$260.84
		Netty Cash for fundraiser	\$100.00	C		\$15.25	\$245.59	\$260.84
		Netty Cash returned	\$100.00	C		\$15.25	\$245.59	\$260.84
		S.G.S.						
		F.A.C.						

Fall Product Program Income Worksheet

1. Total Collected from Customers

2. Total monies actually deposited into the bank account. (Add that funds marked with a "P" in the product program column to determine this amount and use the bank statements to verify the total.)

3. If the amount deposited on 3 matches the total on line 2, congratulations, you balanced your Fall Product Program funds. If not, please go back and look for unaccounted for deposits or expenditures prior to turning in this report.

Cookie Product Program Income Worksheet

Please note: All funds must be deposited into the bank by 4/15 to get them on the May bank statement. 300 cash cookie funds should be left after April 15.

1. Total troop sales from Eshade's sales report

2. **SUBTRACT:** Total Digital Order Card (D.O.C.) from Eshade's sales report

3. **SUBTRACT:** Total unused cookies claimed (Please note, troops can only have less than 1% of total sales at the end of the sale. Record a plus on Misc. Summary Page)

4. **TOTAL:** Cookie funds that are to be deposited in the bank. (This cookie cash on hand allowed. All funds must be deposited.)

5. Total monies actually deposited into the bank account. (Add the funds marked with a "C" in the product program column to determine this amount and use the bank statements to verify the total.)

If the amount deposited on line 4 matches the total on line 5, congratulations, you balanced your cookie program funds. If not, please go back and look for unaccounted for deposits or expenditures prior to turning in this report.

STATEMENT OF ACCOUNT

113 Valley Farms Street
Santa Monica, CA 90405
800-735-8888

Account Number: **311 124 887 880**
Statement Date: **06/01/2024**
Period Covered: **06/01/2024 to 06/01/2024**

John Smith
3113 George St, 91118
Beverly Hills, CA 90210

Statement Number: **1**

Opening Balance	Total Cash Amount	Total Bank Amount	Closing Balance	Account Type
\$75,000.00	\$100,000.00	\$90,000.00	\$85,000.00	Current Account

Number of Transactions: **8**

Date	Description	CHRW	DWBL	Balance
06/01/2024	Payment - Credit Card	5,400.00		170,400.00
06/01/2024	Payment - Insurance		1,000.00	169,400.00
06/01/2024	Account Transfer In	500,000.00		669,400.00
06/01/2024	Check Deposit	11,000.00		680,400.00
06/01/2024	Payment - Electricity		1,200.00	679,200.00
06/01/2024	Payment - Water Utility		400.00	678,800.00
06/01/2024	Payment - Car Loan		1,000.00	677,800.00
06/01/2024	Account Transfer Out	83,000.00		594,800.00

Submit to submitfinancereport@gsoh.org

In the subject line add **service unit name/number and troop number** (ex: SU888 Troop 001)

Receive confirmation.

It is the responsibility of the report signers to ensure the report is received report by the due date. You should receive a confirmation email confirming receipt. If confirmation is not received, please follow up to the email above!

From: staff@gsoh.org
Sent: Thursday, May 25, 2024 2:56 PM
To: troopleader@gmail.com
Subject: Troop 9999 - May 2024 Troop Finance Report Rec'd on time

Hello,
This is your official confirmation that the May 2024 Troop Finance Report for Troop 9999 was received on time. If the auditor has any questions, you will be notified.

Kind regards,

Girl Scouts of Ohio's Heartland
1700 Watermark Dr.
Columbus, OH 43215
(614) 487-8101
(614) 340-8835 (direct line)

Questions? Email volunteer@gsoh.org



Sample Completed Form



Troop Finance Report

Troop funds should be banked in the name of "Girl Scouts of Ohio's Heartland Council, Inc., Troop (number)."
Two (2) nonrelated, not living in the same household, approved volunteers MUST be authorized to sign the account. Council Tax ID # is 31-4379475

Leadership Volunteer's Name <i>Suzy G. Scout</i>	Troop # <i>Troop 0001</i>	Service Unit # <i>001</i>	Start Date <i>00/00/00</i>	End Date <i>00/00/00</i>
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Bank Account Number <i>0000000000</i>	Bank Name <i>Anybank, USA</i>
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As of the above dates, this troop has the following funds:

\$ <i>174.39</i> in the bank	\$ <i>11.25</i> cash on hand	\$ <i>None</i> gift/reward cards
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Print names of signers: Two (2) unrelated, registered Girl Scout volunteers. (see full requirements at gsoh.org/volunteeressentials)	<i>1. Suzy G. Scout</i>
	<i>2. Fran A. Camper</i>

Instructions for completing the report:

- Accurately record all income and expenses on the Finance Report Ledger Page(s).** Beginning where the last report ended record all income and expenses as they occur. Record using the ledger page(s) (attached) or a separate spreadsheet.
- Record all income.** Account for all income from product programs, financial assistance payments received, money earning projects, donations, fees (dues), etc. Use separate lines for all income and expenses with accurate descriptions of each. (ex. membership dues in, membership dues out.)
- Record all expenses.** Document each expense in detail whether money is spent with troop cash, troop check, or troop debit card. Volunteers should NOT use their personal credit card, checks, or cash or any electronic methods to make purchases. Troop debit cards or troop checks should be used for most purchases.
- Fill in the Troop Finances Summary above.** Use the information from the Finance Report Ledger Page(s) to fill in the Troop Finances Summary above. Document all troop inventory, gift cards, unsold cookies, donations made by the troop or in-kind donations received on the Miscellaneous Summary at the end.
- Complete forms prior to the deadlines.** The deadlines are November 10 and May 10. Allow enough time for the report to make it to the appropriate person to meet the deadline!
- Turn in the entire Troop Finance Report. Attach copies of the bank statements for the period of the report.

REMEMBER: By signing my name below, I am accepting responsibility for the accuracy of this Troop Finance Report and for any funds that are unaccounted for.

Signature: *Suzy G. Scout* Email: *ztime@gmail.com* Date: *00/00/00*

Signature: *Fran A. Camper* Email: *acamper@aol.com* Date: *00/00/00*

Finance Report Ledger Pages. Use as many pages as needed to fully document income and expenses.

Troop #:							
Date	Details: Company/Name, Purpose, and Method of Payment	Income	Product Program (C or F)	Expenses	Cash on Hand	Money in Bank	Total (Cash + Money in Bank)
Balance forward from previous report					\$15.25	\$275.14	\$290.39
Product Program income: Mark C for cookies or F for fall product							
	GSOH Shop – Troop Debit Card: Badges- 5 badges for 10 girls			\$121.50	\$15.25	\$153.64	\$168.89
	\$1.00 from each of 10 girls – dues	\$10.00			\$15.25	\$163.64	\$178.89
	\$30 registration money collected from Beth and Jona	\$60.00			\$15.25	\$223.64	\$238.89
	\$30 registration money paid for Beth and Jona using debit card/ online GSUSA			\$60.00	\$15.25	\$163.64	\$178.89
	Dollar Tree food for snacks, used cash			\$4.00	\$11.25	\$163.64	\$174.89
	Check 137 for apples from Krogers			\$4.25	\$11.25	\$159.39	\$170.64
	Fall Product deposit Beth \$50 - \$25 cash \$25 check	\$50.00	F		\$11.25	\$269.39	\$280.64
	Fall Product ACH withdrawal		F	\$45.00	\$11.25	\$169.39	\$180.64
	Cookie deposit Beth \$110 - \$100 cash, \$10. check	\$110.00	C		\$11.25	\$219.39	\$230.64
	Cookie ACH withdrawal		C	\$100.00	\$11.25	\$174.39	\$185.64
	Petty Cash for cookie booth		C	\$100.00	\$111.25	\$74.39	\$185.64
	Petty Cash returned	\$100.00	C		\$111.25	\$174.39	\$195.64
S.G.S.							
F.A.C.							

Miscellaneous Summary

Date	In kind donations: include company, location, items, and estimated value. <i>Skip this section if there is none.</i>		
	N/A		
Date	Troop Inventory (purchased or donated this report period)		
	Unsold cookies by # of packages cost per package <i>*This should not be more than 1% of your total sale</i>	# of packages 3	Cost Total \$15
	Other inventory purchased this year. List items and cost below		

Fall Product Program Income Worksheet

\$ 75.00	1. Total Collected from Customers
\$ 50.00	2. Total monies actually deposited into the bank account. (Add the funds marked with a "F" in the product program column to determine this amount and use the bank statements to verify the total.)
If the amount deposited on 3 matches the total on line 2, congratulations, you balanced your Fall Product Program funds. If not, please go back and look for unaccounted for deposits or expenditures prior to turning in this report.	

Cookie Product Program Income Worksheet

Please note: All funds must be deposited into the bank by 4/15 to get them on the May bank statement.
NO cash cookie funds should be left after April 15.

\$ 200.00	1. Total troop sales from Ebudde sales report
\$ 75.00	2. SUBTRACT: Total Digital Order Card (D.O.C.) from Ebudde sales report
\$ 15.00	3. SUBTRACT: Total unsold cookies claimed (Please note, troops can only have less than 1% of total sales at the end of the sale.) Record # pkgs on Misc. Summary Page
\$ 110.00	4. TOTAL: Cookie funds that are to be deposited in the bank. (No cookie cash on hand allowed. All funds must be deposited.)
\$ 110.00	5. Total monies actually deposited into the bank account. (Add the funds marked with a "C" in the product program column to determine this amount and use the bank statements to verify the total.)
If the amount deposited on line 4 matches the total on line 5, congratulations, you balanced your cookie program funds. If not, please go back and look for unaccounted for deposits or expenditures prior to turning in this report.	