



Short & Snappy Express Train Station 6: Troop Financials 101

Each year Troops/Service Units are required to submit an Annual Troop/Service Unit Financial Report accompanied by copies of all receipts, corresponding bank statements, and leader self-evaluations. Troops/Service Units carrying over \$300 at the end of the year must document program plans for expending the funds on the report. It is normal for a Troop after the Product Program to have a large amount of money. We need this information for auditing purposes. Service Unit Treasurers, Council staff, and/or the Council's audit firm audits these reports.

Protect yourself! Money is one of those areas that can cause a lot of bad feelings and ill will among girls and parents in a Troop/group if people suspect wrongdoing. Save yourself an endless amount of heartache and avoid the possibility of having your financial practices being called into question by following these best practices:

- Do NOT transact troop business with cash, deposit every penny into your troop bank account regularly.
- Collect frequently from parents/girls for product sales to lessen the likelihood of uncollectable amounts at the end of a promotion.
- Keep good financial records, including receipts for all expenditures.
- Involve girls (and sometimes parents) in financial decision-making.
- Report on the Troop/Service Unit finances regularly (monthly) to girls and families.
- Update the detailed financial report monthly so all transactions are transparent when you are asked.



Are you ready to start completing your end of the year Financial Report? You will need the following items before beginning:

- Annual Financial Worksheets (includes Detailed Cash Record for Troop/Service Unit and Annual Troop/Service Unit Financial Report and Inventory) Located on the Forms page of our website at www.girlscoutscs.org. The Annual Financial Worksheets are formatted as an excel workbook, with separate worksheets. You can toggle between the worksheets by using the sheet tabs at the bottom left of the workbook.
- All twelve bank statements for June 2018 to May 2019
- All receipts for purchases from June 2018 to May 2019
- All deposit receipts from June 2018 to May 2019
- Ending balance as of May 2018



Let's review some of the basic categories used on the report forms.

Troop Dues – collected from the girls for Troop activities and awards

Cookie Program Income – collected during the Cookie Program from girls, parents, and booth customers

Fall Product Program Income – collected during the Fall Product Program from girls, parents and booth customers

Money Earning Projects – collected during fundraisers such as car wash, bake sale, yard sale, etc.

donations, or other). Note: Deposit all monies into the bank account. Reimburse all expenses through checks or debit card transactions. This gives a clean view of all transactions.

3) Detail of Expense – if expenditure, put the amount of money spent for each category in the corresponding column (meeting expenses, awards/badges/etc, activities/event/travel fees, Cookie Program Council ACH, Fall Product Program Council ACH, Girl and Adult Membership Fees, Volunteer Training, Unsold Fall Product, Unsold Cookies, other). Be sure to complete the itemized description of expense.

4) Account Activity – The worksheet will automatically calculate the running balance.

5) Repeat steps 1 through 3 for all deposits and expenditures from June 2018 to May 2019. Do not include expense or income that has not cleared on the bank statement for May. Hold all receipts until the following year if they have not cleared by May 31st.

Your totals will be automatically tallied from the detailed cash record into the Financial Report and Inventory Form. The ending running Balance must match the ending bank balance on the May 31st bank statement.

Annual Troop/Service Unit Financial Report & Inventory form

1) Complete the period from and to, usually June 1 to May 31

2) Information on who is completing the form

3) Bank account information including account number and bank name

4) Ending Balance from previous report or zero if new Troop

5) Totals section – automatically updated from Cash Record.

6) Attach copies of all twelve bank statements for the reporting period, copies of all receipts, and the Annual Financial Worksheets – Membership Year 2019 before submitting your report. No handwritten receipts for reimbursements or copies of checks. Attach all receipts to the corresponding bank statement. If missing a

receipt, type a note stating the date of the transaction, the amount, store/location and reason for purchase. Print, sign, date and scan with other receipts being submitted to Council.

7) Attach all documents (excel workbook, bank statements, receipts) to an email and send it to financials@girlscoutscs.org. The council Finance team will review submissions, and send you a confirmation upon successful completion and submission of the financial reports.

8) Congratulations! You've successfully completed the required financial reporting for your Troop.

girl scouts of central california south		ANNUAL TROOP/SERVICE UNIT FINANCIAL REPORT & INVENTORY (Please ensure this form is completed as well as the Detailed Cash Record form)	
Period Reporting:	From: <input type="text"/>	To: <input type="text"/>	
Report prepared by:	<input type="text"/>		Troop/SU Position: <input type="text"/>
Bank account #:	<input type="text"/>		Bank name: <input type="text"/>
Please attach:	<input type="text"/> Copies of last 12 months, reconciled bank statements	<input type="text"/> Copies of ALL receipts	<input type="text"/> ALL Leader/Co-Leader Self Evaluations
Ending balance from prior year (5/31 previous year, from bank statement):	<input type="text"/>		\$ - (copies from sheet 1)
<i>Note: All green shaded fields can be filled in. All other fields will automatically update the information when you input your data.</i>			
Income:		Expenses:	
Troop/SU Dues:	\$ -	Meeting expenses:	\$ -
Cookie Program Income:	\$ -	Awards/Badges/Pins/Patches:	\$ -
Fall Product Program Income:	\$ -	Activity/Event/Travel Fees:	\$ -
Money-Earning Project Proceeds:	\$ -	Cookie Program - Council ACH:	\$ -
Fees for Events and Activities:	\$ -	Fall Product Program - Council ACH:	\$ -
Membership Fees Collected by Troop:	\$ -	Girl and Adult Membership Fees:	\$ -
Monetary Donations:	\$ -	Volunteer Training:	\$ -
Other:	\$ -	Unsold Fall Product:	\$ -
		Unsold Cookies:	\$ -
		Other:	\$ -
Total Income:	\$ - (B)	Total Expenses:	\$ - (C)
		ENDING BALANCE (A+B-C)	\$ -