



# Girl Scouts.

Girl Scouts of Northern California  
 With offices in: Chico, Eureka,  
 Fairfield, Oakland, Red Bluff,  
 Redding, San Jose,  
 Santa Rosa, Ukiah & Yreka.  
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## Annual Troop/Group Finance Report

Troop Leader		Service Unit Name or Number
Troop #	# of Girls	Program Level
Date Received by Service Unit Treasurer		
Will troop be continuing next year? <input type="checkbox"/> Yes <input type="checkbox"/> Undecided		
<input type="checkbox"/> No (Troop/Group disband notice attached)		

For the year ending June 30, \_\_\_\_\_. Due by June 30 of each year, when troop disbands or upon change of leadership. See Annual Troop/Group Finance Report Instructions regarding listing income and expenses.

Make three copies of completed form. One stays with troop as a record of account for girls, parents, sponsors and budgeting for the following year. Two copies PLUS latest troop bank statement go to Service Unit Treasurer or council representative.

Name of Financial Institution	Account Number
Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Both	
Names of Authorized Signers:	
Signer #1	
Signer #2	
Signer #3	
If troop account has not yet been established, troop cash in the custody of:	
Name	Telephone
Address	City / Zip
Individual completing Troop Financial Report:	
Name	Telephone
Address	City / Zip

**Record of Donations Received (Monetary & In-Kind)**  
 Please attach completed sponsorship form for each donor. If you have additional donations, attach a separate piece of paper.

Date	Name	Telephone
Donation Description	Monetary Value	
<input type="checkbox"/> Reported to GSNC		

If the troop ending balance is more than \$500, what are the girls' plans for using these funds?

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

Print Troop Leader Name	Signature	Date
Print Troop Treasurer Name	Signature	Date

**TROOP INCOME/EXPENSE STATEMENT**

**A — Ending balance from prior year** \$ \_\_\_\_\_

**Current Year Income**

Troop Dues:	\$ _____
Fall Sale Troop Profit**:	\$ _____
Cookie Sale Troop Profit**:	\$ _____
Donations/Community Contributions:	\$ _____
Fees Collected for Events/Activities:	\$ _____
Other Money-Earning Activities:	\$ _____
Misc. Income (specify):	\$ _____

**B — Total Income** \$ \_\_\_\_\_

**C — Grand Total (A + B)** \$ \_\_\_\_\_

**Expenses (July 1 through June 30)**

National membership dues:	\$ _____
Snacks and/or Food:	\$ _____
Activity and Event Fees Paid:	\$ _____
Activity and Event Expenses — Other:	\$ _____
Troop Supplies:	\$ _____
Service Projects:	\$ _____
Awards and Recognitions:	\$ _____
Cost of unsold product:	\$ _____
Room or Space Rentals:	\$ _____
Other Misc. Expenses (please 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:	- _____
Total Troop Cash Held (Petty Cash):	+ _____
Grand Total (should equal line "E"):	\$ _____