

### General Form Questions

**Q: What happens if I turn in the report late?**

**A:** Finance reports are due in the fall and spring. See the website for current deadlines. If reports are not submitted within one (1) month of the deadlines as noted, the signers on the troop account are at risk of being put on financial restrictions where they will not be permitted to manage finances/resources going forward. Failure to submit a finance report within TWO (2) months of the deadline could result in removal from the volunteer position.

**Q: If we missed something on our last report, do we add it to the current one?**

**A:** Yes. Write a note that the item should have been on a previous report.

**Q: Do we need to turn in all the receipts with the report?**

**A:** No, the receipts are attached to the copy that is retained by the troop and needs to be accessible for anyone who requests to see them. Copies of reports and all receipts should be kept for a minimum of two (2) years.

**Q: If we have more than two (2) signers how many need to sign the report.**

**A:** All signers on an account need to sign. List them all. Additional signer can sign in the white space below the signature fields.

**Q: How do I record it if an event was paid for by the troop debit card and then parents pay the troop back?**

**A:** Record the expense, and then income from each parent.

**Q: If the troop has qualified for a yearly report, can it still be submitted two times?**

**A:** Yes

**Q: What do we do if we lost a receipt?**

**A:** Write a receipt explaining the expense and date it.

**Q: For a deposit or expense, should we list cash and checks separately?**

**A:** It is best to keep track of the difference in case there is a question.

### Reimbursements

**Q: Can troop funds be used to pay for volunteer memberships?**

**A:** If troops are using troop funds to renew the membership of the girls in the troop then the funds can also be used to pay for the memberships of the safety ratio required troop leadership volunteers.

- For Daisy and Brownie troops, the troop girls and caregivers must agree to use troop funds for the membership fees for the safety ratio required troop leadership volunteers.
- For Junior and above troops, the troop girls must agree to use troop funds for the membership fees for the safety ratio required troop leadership volunteers.

**Q: What are appropriate reimbursable expenses?**

**A:** Please read the information found in the: Volunteer Essentials found on the GSOH website.

### Mileage/Gas

**Q: Is mileage/gas for driving girls to meetings or field trips a reimbursable expense?**

**A:** No- volunteers and parents can document their mileage and work with their tax preparer to list that as a volunteer expense.

**Q: Are parking expenses for a field trip reimbursable?**

**A:** Yes, for the vehicles that transport girls.

### Banking

**Q: How do we document a returned check or overdrawn fee because of a leadership volunteer error?**

**A:** The leadership volunteer needs to document it in the finance report and reimburse the troop for the returned check fee.

**Q: How should purchases be made for the troop?**

**A:** The majority of purchases should be made through the troop debit card or troop check. Volunteers should use their personal cards as little as possible to avoid mixing personal funds with troop funds.

**Q: If we have a savings and a checking account, should we make two reports?**

**A:** Yes.

### Product Program

**Q: How do we document cookie booth petty cash for change?**

**A:** Use two lines to show cash going out of the bank and then going back into the bank. At the end of each booth sale, document the amount sold as a deposit back into the bank, and keep the cash in "cash on hand" or deposit it back into the bank.

**Q: How do we document unsold boxes of cookies on the ledger?**

**A:** There should be little to no cookies left at the end of the program period, but if there are some, list boxes of cookies on the last page in the section for troop inventory. (See note under donations below.)

**Q: Do we need to indicate every check that each girl receives for Fall or Cookie Program with a deposit line?**

**A:** It is a good practice to keep a running list of checks and cash by girl as a way of receipting income. In the income line on the report, indicate deposit from: and the names. This assures all cash is deposited in the account.

### Product Program, Con't.

**Q: Which sales summary should we use? And where do we find them?**

**A:** Fall Product Program on the FPP website:  
Sales Summary by Troop Report

Cookies on Cookie Program website:  
Sales Summary Report. (It is found under the troop dashboard.)

**Q: How do we document the returned check fee if a check bounces from a product sale?**

**A:** The fee would be shown as an expense.

**Q: Can our troop donate cookies to a charity as long as we have a receipt?**

**A:** It is recommended to end your cookie program with zero unsold inventory. In a situation where this isn't possible, all girls, volunteers and parents/caregivers can make the decision to donate up to 1 percent of their total troop sales (in packages) to a charity of their choice.

Please note this donation would directly impact the amount of proceeds that would remain available in the troop account for the girls to spend. Any unsold cookies remaining above 1% after the end of the program are the personal financial responsibility of troop cookie program coordinator. Troop funds may not be used to pay for excess cookies over 1% of the troop's total sales.

Check Volunteer Essentials for more information.

**Q: How do we document digital cookies on our report?**

**A:** Digital cookies do not need to be a line item on the troop finance report. The troop profits will be reflected in the final ACH which will be less than what is owed when deducted from your account. That is your profit.

**Q: How do we know if our product program income balances?**

**A:** Use the Fall or Cookie Program Income Worksheets found on the report.

### Online Submission

**Q: Where do I submit my finance report?**

**A:** Please send a PDF of your finance report to the following email address:  
***submitfinancereport@gsoh.org*** Be sure to include your troop number and service unit in the subject line of the email.

**Q: I don't have a scanner. How do I email the form or other supporting documents that I have on paper?**

**A:** You can follow these tutorials to find out how to use your phone as a scanner. Make sure you are using a hard background and good lighting to improve the quality of the scan.

Using Google Drive:

***<https://youtu.be/uMmotfLwLZo?si=oIo3TAbjoNqNCaht>***

Using the Notes app on iPhone:

***<https://youtu.be/T8DbRVGNDe4?si=R4I9vKhZDWVldW1t>***