

Are You Ready to Prepare Your **Troop Finance Report?**

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

All Girl Scout troops are required to submit information regarding the troop's finances annually as part of the appointment and reappointment process. Use this handy checklist to help you keep track of all the steps and documents you will need to complete the form. Use the sample form on the next page as a reference. Let's get started!

Complete the Troop Finance Report Summary, Troop Finance Report Ledger Page(s) and Miscellaneous Summary.

Troop Finance Report

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

Instructions for completing this report:

1. 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. Rec using the ledger page(s) (found at this ink: @@@@@) or a separate spreadsheet. 2. Record all income. Account for all income from product programs, financial assistance

possible. A fill in the Troop Finances Summary below. Use the information from the Finance Report Ledger Page(s) to fill in the Troop Finances Summary below. Document all toop inventory, gift cards, unsoid cookes, donations made by the troop or in-kind donations received on the likerostances Summary at the end.

5. Complete forms prior to the deadlines. The deadlines are November 10 and May 10. Troops that are molified of disjoilility for enceper-year submission are required to turn in report on May 10. Allow enough time for both signess to complete the report and it to make it to the appropriate person to meet the deadlines. The deadlines are lower to the summary of 5. Turn in the entire Troop Finance Report. Attach copies of the ledger pages and bank statements for the mood of the report.



Use this link to start your report https://shorturl.at/HoZFU or the QR code to the right. The signer who has the bank statements will start the report by filling in all the entries. In the designated spots upload the ledger (found here: *https://shorturl.at/mETTe*) or other equivalent. Once the report is complete, electronically sign it. The system will send two emails to the second signer. The first is a copy of the report. The second has a place at the bottom to edit. This is where the second signers signs the report. Once the second signer has reviewed the form and signed it, that's it! You're done.

Use the Product Program Income Worksheet.

ran Floduct Flogram income worksheet				
\$ 1. Total Collected from Customers				
\$ 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.

\$	1. Total troop sales from Ebudde sales report
\$	2. SUBTRACT: Total Digital Order Card (D.O.C.) from Ebudde sales report
\$	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
\$	4. TOTAL: Cookie funds that are to be deposited in the bank. (No cookie cash on hand allowed. All funds must be deposited.)
s	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.)
	nount deposited on line 4 matches the total on line 5, congratulations, you balanced your cookie program f not, please go back and look for unaccounted for deposits or expenditures prior to turning in this report.

This tool found at the end of the Troop Finance Report document will help you determine if your product program deposits align properly with the expected

Keep receipts for three (3) years (2 previous and current).

Keep receipts with the troop's copy of the report. Receipts MUST be available upon request. Receipts should include the name of the establishment and the date. It is a good practice to retain an electronic copy of receipts. Please do not attach them to the report that is being submitted.



Are You Ready to Prepare Your **Troop Finance Report**?

We've Got the Tools and Tricks You Need to Succeed on the **Paper Form!**

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



Drop #:							
Dute	Details: Company/Name, Purpose, and Method of Payment	Income	Product Program (C or F)	Expenses	Cash on Hand	Money in Book	Total (Cash + Money in Back)
Balance forward Product Program	from previous report n income: Mark C for cookies or F for fall product	-		-	\$15.25	#275.IV	\$290.39
	GSOH Sivop - Troop Dobit Card Hadges- is badges for 10 girls			\$121.50	\$15.25	\$53.64	#16339
	#100 from sacin of 10 girls — dues	\$10.00			\$15.25	#163.64	#03.89
	#30 registration movey collected from Betin and Jima	\$60.00			\$15.25	\$223.6V	\$238.89
	#37 ragistration movey paid for Batin and Tona using delet card' online SSSSA			\$40.00	\$15.25	#10.7.64	\$73.81
	Dollar Tree food for snacks, used sasin			84.00	\$11.25	#10.3.69	871.31
	Cirock 187 for apples from Kingers			\$4.25	\$11.25	#151.31	\$100,64
	Fall Product deposit Wetin 850 - 825 casis 825 cents	\$50.00	F		\$11.25	#264.89	\$280.64
	Fall Product ACP with drawal		F	\$45.00	\$11.25	#6131	#120.64
	Contin deposit metri ano - anoo casa, ano canos	\$110,00	c		\$11.25	\$219.99	\$2,50,64
	Cooks ACF withdrawal		С	\$100.00	\$11.25	\$71.39	#125.64
	Pathy Casin for contin boutin		С	\$100.00	\$111.25	\$79.59	#125.6V
	Patty Casir ratureed	\$100,00	С		\$111.25	A0131	#155.6V
S.G.S.							
F.A.C.							

	Fall Product Program Income Worksheet			
s	1. Total Collected from Customers			
S	 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 us the bank statements to verify the total. 			
	nount deposited on 3 matches the total on line 2, congratulations, you balanced your Fall Product Program f not, please go back and look for unaccounted for deposits or expenditures prior to turning in this report.			
	Cookie Product Program Income Worksheet			
1	Cookie Product Program Income Worksheet lease 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.			
S	lease note: All funds must be deposited into the bank by 4/15 to get them on the May bank statement.			
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\$ \$ \$ \$ \$ \$ \$	lease note: All funds must be deposited into the bank by 4/15 to get them on the May bank statement. NO cash cookle funds should be left after April 15. 1. Total troop sales from Ebudde sales report			
\$ \$ \$ \$ \$ \$ \$ \$ \$	lease note. All funds must be deposited into the basis by I/SI to get them on the May hank statement. On Could notify that the Could be left after April 18. 1. Total troop sales from Bladde sales report 2. SURFACT: Total Biglial Order Card (DOC) from Bladde sales report 3. SURFACT: Total Biglial Order Card (DOC) from Bladde sales report 3. SURFACT: Total Implied colories climited (Place note, troops can only have less than 1% of total surface).			



If submitting using the paper form, email 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) 447-8101
(614) 487-8101
(614) 487-8105



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	Troop #	Service Unit #	Start Date	End Date		
Suzy G. Scout	Troop 0001	001	00/00/00	00/00/00		
Bank Account Number		Bank Name				
0000000000		Anybank, U	nybank, USA			
As of the above dates, this troop has the	following funds:					
\$ 174.39in the bank	\$_II.25cash on hand	_{\$_} None	gift/re	ward cards		
Print names of signers: Two (2) unrelated, registered Girl Scout volunteers. (see full requirements at	1. Suzy G. Scout					
gsoh.org/volunteeressentials)						
	2. Fran A. Camper					
1						

Instructions for completing the report:

- 1. 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.
- 2. **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.)
- 3. **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.
- 4. **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.
- 5. **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!
- 6. 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:	_Email: ztime@gmail.com	Date:
Signature: Charles	Email: <u>acamper@aol.com</u>	Date: 00/00/0

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)
	from previous report — income: Mark C for cookies or F for fall product •	-		-	\$15.25	\$275.14	\$290.39
	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	С		\$11.25	\$219.39	\$230.64
	Cookie ACH withdrawal		С	\$100.00	\$11.25	\$174.39	\$185.64
	Petty Cash for cookie booth		С	\$100.00	\$111.25	\$74.39	\$185.64
	Petty Cash returned	\$100.00	С		\$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. Skip this section if there is none.				
	N/A				
Date	Troop Inventory (purchased or donated this report period)				
	Unsold cookies by # of packages cost per package *This should not be more than 1% of your total sale	# of packages	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.			