



# 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 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 ID # is 31-4379475

#### 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. Record using the ledger page(s) (found at this link: [@@@](https://shorturl.at/mETTe)) 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 whenever money is spent with troop cash, troop check, or troop debit card. Volunteers should use checks, or cash or any electronic methods to make purchases. Troop debit cards or troop checks should be used whenever possible.
4. **Fill in the Troop Finance Summary below.** Use the information from the Finance Report Ledger Page(s) to fill in the Troop Finance Summary below. 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. **Troops that are notified of eligibility for one-year submission are required to turn in a report on May 10.** Allow enough time for both signers to complete the report and to make it to the appropriate person to meet the deadline!
6. **Turn in the entire Troop Finance Report.** Attach copies of the ledger pages and bank statements for the period 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.

### Fall Product Program Income Worksheet

\$	1. Total Collected from Customers
\$	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.

\$	1. Total troop sales from Ebuidd sales report
\$	2. <b>SUBTRACT:</b> Total Digital Order Card (D.O.C.) from Ebuidd sales report
\$	3. <b>SUBTRACT:</b> Total unsold cookies claimed (Please note, troops can only have less than 1% of total sales at the end of the sale.) Record # plugs on Misc. Summary Page.
\$	4. <b>TOTAL:</b> Cookie funds that are to be deposited in the bank. (No 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.	

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 income.

## 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.



# 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 <a href="http://gsoh.org/volunteeressentials">gsoh.org/volunteeressentials</a> )	<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 <b>C</b> for cookies or <b>F</b> 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 <b>3</b>	Cost Total <b>\$15</b>
	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. <b>SUBTRACT:</b> Total Digital Order Card (D.O.C.) from Ebudde sales report
\$ 15.00	3. <b>SUBTRACT:</b> 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. <b>TOTAL:</b> 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.	