girl scouts of ohio's heartland

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

Troop Finances Summary

<table>
<tr><td>Leadership Volunteer's Name</td><td>Troop #</td><td>Service Unit #</td><td>Start Date</td><td>End Date</td></tr>
<tr><td colspan="2">Bank Account Number</td><td colspan="3">Bank Name</td></tr>
<tr><td colspan="5">As of the above dates, this troop has the following funds:</td></tr>
<tr><td>$ in the bank</td><td>$ cash on hand</td><td colspan="3">$ gift/rewards cards</td></tr>
<tr><td rowspan="2">Print names of signers: Two (2) unrelated, registered Girl Scout volunteers.
(See full requirements at gsoh.org/volunteeressentials)</td><td colspan="4">1.</td></tr>
<tr><td colspan="4">2.</td></tr>
</table>

Instructions

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 and product program sales reports.

REMEMBER: By signing my name below, I am accepting responsibility for the accuracy of this Troop Finance Report and for any missing funds.

Signature: ____________________ Phone: __________ Email: ________________ Date: __________

Signature: ____________________ Phone: __________ Email: ________________ Date: __________

Finance Report Ledger Page(s)
(Use as many pages as needed to fully document income and expenses)

Troop #						
Date	Details: Company/Name, Purpose, and Method of Payment	Income	Expenses	Cash on Hand	Money in Bank	Total (cash + money in bank)
Balance forward from previous report						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
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						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00

Date	Details: Company/Name, Purpose, and Method of Payment	Income	Expenses	Cash on Hand	Money in Bank	Total (cash + money in bank)
						$ 0.00
						$ 0.00
						$ 0.00
						$ 0.00
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						$ 0.00

Miscellaneous Summary

Date	In kind donations: include company, location, items, and estimated value. Skip this section if there is none.		
Date	Troop inventory (purchasd or donated this report period)		
	Unsold cookies by # of packages cost per package * This should not be more than 1% of your total sale	# packages	Cost total
	Other inventory purchased this year. List items and cost below:		

Directions for Submitting the Troop Finance Report

1. **Complete the Troop Finance Report Summary, Troop Finance Report Ledger Page(s) and Miscellaneous Summary.** The two (2) signers initial below the last journal entry on the ledger page indicating the end of the current information. (Type the initials if this will be sent electronically) Check each transaction (all sheets) to make sure income and expenses accurately balance. If a computer bookkeeping program is used, a printout from that program may be substituted for the ledger.
2. **Keep receipts for three (3) years (2 previous and current).** Keep the receipts with the troop's copy of the report. It is not necessary to attach them to the report that is being submitted. 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.
3. **Include all documents submitted together:**
   a. The Troop Finance Report Summary (signed by both account holders)
   b. Finance Report Ledger pages
   c. Miscellaneous Summary – Mark N/A if there is nothing to report
   d. Monthly bank statements for the period of the report
   e. Copy of the current product program summary page
4. **Submit by NOVEMBER 10 and MAY 10 to the membership manager (MM).**
5. **Receive confirmation.** It is the responsibility of the report signers to ensure the membership manager receives a copy of the report by the due date. You should receive a confirmation within 5-10 business days email from the membership manager. If a confirmation is not received from your membership, please follow up!