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) non related, not living in the same household, approved volunteers MUST be authorized to sign the account. Council Tax ID # is 31-4379475.

Troop Finances Summary

Leadership Volunteer's Name	Troop #	Service Unit #	From	To
Bank Account Number		Bank Name		
As of the above dates, this troop has the following funds:				
$ in the bank	$ cash on hand		$ in gift/reward cards	
Print names of Signers: Two (2) unrelated, registered Girl Scout Volunteers (see full requirements at ***gsoh.org/volunteeressentials***)	1.			
	2.			

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 to make purchases. Troop debit cards or troop checks should be used for the majority of 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 in order 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 you need to fully document income and expenses)

Troop #: Balances:

Date	Details: Company/Name, Purpose, and Method of Payment	Income +	Expenses -	Cash on Hand	Money in Bank	Total (COH+money in bank)
	Balance forward from previous report	→				

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

Miscellaneous Summary

Date	In Kind donations, including company, location, items and estimated value - Skip this section if you have none.	Income +	Expenses -	Cash on Hand	Money in Bank	Total (COH+money in bank)
Date	**Troop Inventory (purchased or donated this report period)**	**Income +**	**Expenses -**	**Cash on Hand**	**Money in Bank**	**Total (COH+money in bank)**
	Unsold cookies by # of packages * cost per package					
	Other inventory purchased this year: books, camping equipment, ect.					

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 indicating the end of the current information. Check each transaction (all sheets) to make sure income and expenses accurately balance. If a computer bookkeeping program is used, a print out from that program may be substituted for the ledger.
2. **Keep receipts for three (3) years (2 previous and current).** Attach receipts to the troop's copy of the report. Receipts MUST be available upon request. It is not necessary to attach them to the report that is being submitted.
3. **Include all documents submitted together:**
   - **The Troop Finance Report Summary (signed by both account holders)**
   - **Finance Report Ledger pages**
   - **Miscellaneous Summary**
   - **Monthly bank statements**
   - **Copy of the current product program summary page**
4. **Submit** by **NOVEMBER 10** and **MAY 10** to the membership manager (MM).
5. **Receive confirmation.** Receipt of the report by the assigned service team member and/or MM will be acknowledged by signing Troop Finance Report Submission Receipt Form. If the form is submitted electronically to your MM you should receive notification upon receipt. If you do not, please remember IT IS THE SIGNER OF THE REPORT'S RESPONSIBILITY TO ENSURE THAT THE FORM WAS RECEIVED. If you don't receive confirmation, please follow up!