

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

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

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

2. Record all income. Account for all income from product programs, financial assistance payments received, money earning protects, contains, fees feedings, etc. Use separate lines for all income and expenses with accurate descriptions of each, (ex. membership duse in, membership duse).
3. Record all expenses. Document each expense in datal whether money is spent with troop cash, toop 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 whetherever

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 troop inventory, gift cards, unstole cookies, discription and by the troop in skind donations received on the Miscrellances Summary at the end. 5. Completes forms prior to the desallines. The deadlines are November 10 and May 10. Troops that are notified of disjullishif for enceper-year submission are required to turn in report on May 10. Allow enough time for both signers to complete the report and it to make it to the appropriate person to meet the deadlines. 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/BRAIE or the QR code to the right. The signer who has the bank statements will fill out the form as "the first signer". In the designated spots upload the ledger (found here: *https://shorturl.at/TUQYO*) 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.

Does the Troop Fall Product Income Balance? Does the amount of **Total Collected from Customers** (found on M2 report) equal the total amount of cash or checks deposited into the troop bank account for the Fall

Product Program?

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.)
\$ 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. Regardless of the format you use for your ledger (paper, Excel, or another app or program) all ledgers MUST include the following columns: Date, Details, Income, Product Program (C or F), Expenses, Cash on Hand, Money in Bank, Total (Cash + Money in Bank)



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) If you wish to use electronic signatures, troop finance reports must be turned in electronically through JotForm
- Finance Report Ledger page(s)
- Miscellaneous Summary (indicate NA if it doesn't apply)
- Monthly bank statements for each month during the reporting period must be included (even if there was no financial activity during a month)



Troop #:							
Duce	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 Bank)
Balance forward Product Program	from previous report n income: Mark C for cooldes or F for fall product	-		-	\$15.25	#225.1V	\$290.39
	GSCH Sirup — Troop Debit Card thadges— 5 badges For it) pirs			\$121.50	\$15.25	#153.64	#16339
	#100 from each of 10 girls – dues	\$10.00			\$15.25	#163.64	#172,219
	#80 registration movey collected from Betin and Jona	\$60.00			\$15.25	#223.6N	#238.89
	#30 ragistration money paid for Betir and Jona using deart card' ordine SCOSA			\$40.00	\$15.25	#10.7.64	#72.29
	Dollar Trop food for snacks, used sasin			84.00	\$11.25	#10.3.69	#174,311
	Ciraci III for apples from Kragers			\$4.25	\$11.25	\$151.31	\$170,64
	Fall Product deposit Betir 850 - 825 casis 825 check	\$50.00	F		\$11.25	#264.89	\$230.64
	Fall Product ACP with drawal		F	\$45.00	\$11.25	#6939	#120.64
	Corrie deposit metri ano - anoo casir, ano cireca	\$110.00	С		\$11.25	\$271.91	\$230.64
	Cooks ACF withdrawal		С	\$100.00	\$11.25	\$71.39	#25.64
	Petry Casin for contin bourts		С	\$100.00	\$ 111.25	\$74.59	\$125.64
	Patty Casir ratureed	\$100.00	С		\$111.25	A01.01	#15.64
S.G.S.							
F.A.C.							





Regardless of the format you use for your ledger (paper, Excel, or another app or program) all ledgers MUST include the following columns: Date, Details, Income, Product Program (C orF), Expenses, Cash on Hand, Money in Bank, Total (Cash + Money in Bank)

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) 487-8101
(614) 487-8101
(614) 487-8835 (direct line)



Sample Completed Form



Troop Finance Report

		me household, ap unt. Council Tax II			authorized to	sign the
Leadership V	olunteer's Name	Troop #		Service Unit #	Start Date	End Date
Suzy G. S	Scout	Troop 0001		001	00/00/00	00/00/00
Bank Accoun	t Number	<u>I</u>		Bank Name		
0000000	0000	Anybank, USA				
As of the abo	ve dates, this troop has the	following funds:				
_{\$} _174.39	in the bank	\$_11.25cas	sh on hand	_{\$_} None	gift/re	ward cards
unrelated, reg volunteers. (s	of signers: Two (2) gistered Girl Scout see full requirements at					
gsoh.org/voli	unteeressentials)	1. Suzy G. 2. Fran A.	Campo	er		
 Accurately last report 	for completing the report: record all income and expended record all income and					
1. Accurately last report a separate 2. Record all money ear rate descri 3. Record all check, or t electronic 4. Fill in the fill in the T made by the 5. Complete to the approximate to the approximate to the separate of th	record all income and exp	d expenses as they ome from product is (dues), etc. Use is ship dues in, mem expense in detail is should NOT use the interpretable to the interpretable over the interpretable of the interpretable on the Ne. The deadlines is deadline!	r occur. Recorder programs, separate line observation for the control of the cont	ord using the ledge financial assistants for all income es out.) ney is spent with a credit card, che necks should be rom the Finance tory, gift cards, the us Summary at the bow enough time	ger page(s) (at nce payments and expenses th troop cash, ccks, or cash o used for most Report Ledge unsold cookies the end. for the report	received, with accu troop or any purchases. r Page(s) to s, donations to make it
1. Accurately last report a separate 2. Record all money ear rate descri 3. Record all check, or t electronic 4. Fill in the fill in the T made by th 5. Complete to the appr 6. Turn in the REMEMBE	record all income and expended record all income and spreadsheet. income. Account for all incoming projects, donations, fee ptions of each. (ex. member expenses. Document each roop debit card. Volunteers methods to make purchases Troop Finances Summary above troop or in-kind donation forms prior to the deadling opriate person to meet the	d expenses as they ome from product as (dues), etc. Use a ship dues in, mem expense in detail a should NOT use the introop debit card a above. Use the introop over Document all as received on the Net The deadline!	proccur. Record programs, separate line obership due whether modern personal is or troop of troop invertiscellaneous May 10. All of the bank separate accepting	ord using the ledge financial assistances for all income es out.) mey is spent with a credit card, che necks should be rom the Finance tory, gift cards, us Summary at thow enough time tatements for the gresponsibil	ger page(s) (at nce payments and expenses the troop cash, cicks, or cash of used for most Report Ledge unsold cookies the end. for the report the period of the ity for the	received, with accu troop or any purchases. r Page(s) to s, donations to make it e report.
1. Accurately last report a separate 2. Record all money ear rate descri 3. Record all check, or t electronic 4. Fill in the fill in the T made by th 5. Complete to the appr 6. Turn in the REMEMBE	record all income and expended record all income and spreadsheet. income. Account for all income priors, donations, fee ptions of each. (ex. member expenses. Document each roop debit card. Volunteers methods to make purchases. Troop Finances Summary about the composition of the deadling forms prior to the deadling copriate person to meet the composition of the control of the con	d expenses as they ome from product as (dues), etc. Use a ship dues in, mem expense in detail should NOT use the arroop debit card above. Use the in ove. Document all as received on the Me. The deadlines is deadline!	r occur. Recorder programs, separate line observation for troop of the company of the bank separate line of the bank separ	ord using the ledge financial assistances for all income es out.) mey is spent with a credit card, che necks should be rom the Finance tory, gift cards, us Summary at thow enough time tatements for the gresponsibil	ger page(s) (at nee payments and expenses the troop cash, or cash or cused for most Report Ledge unsold cookies the end. for the report e period of the city for the all for.	received, with accu troop or any purchases. r Page(s) to s, donations to make it e report.

Finance Report Ledger Pages. Use as many pages as needed to fully document income and expenses.

roop #:							
Date	Details: Company/Name, Purpose, and Method of Payment	Income	Product Program (C or F)	Expenses	Cash on Hand	Money in Bank	Total (Casi + Money in Bank)
	from previous report nincome: 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.)						

Add initials to the end of the ledger page

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. Lis	t items and cost below			

Does the Troop Fall Product Income Balance?

Does the amount of **Total Collected from Customers** (found on M2 report) equal the total amount of cash or checks deposited into the troop bank account for the Fall Product Program?

Yes

o No

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.)
	deposited on line 4 matches the total on line 5, congratulations, you balanced your cookie program olease go back and look for unaccounted for deposits or expenditures prior to turning in this report.