

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.

- ☐ **Complete the Troop Finance Report Summary, Troop Finance Report Ledger Page(s) and Miscellaneous Summary.** The two (2) signers initial below the last ledger entry indicating the end of the current information. Check each transaction (all sheets) to make sure income and expenses are accurately balanced. If a computer bookkeeping program is used, the ledger from that program may be substituted for the ledger pages.
- ☐ **Use the Product Program Income Worksheet** (on the last page) to 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.
- ☐ **Include all documents submitted together:**
 - The Troop Finance Report Summary (signed by both account holders)
 - Finance Report Ledger page(s)
 - Miscellaneous Summary (indicate NA if it doesn't apply)
 - Monthly bank statements for the period of the report
- ☐ **Submit by MAY 10 to *submitfinancereport@gsok.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!

Questions? Email ***volunteer@gsok.org***

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
Bank Account Number		Bank Name		
As of the above dates, this troop has the following funds:				
\$ _____ in the bank	\$ _____ cash on hand	\$ _____ gift/reward cards		
Print names of signers: Two (2) unrelated, registered Girl Scout volunteers. (see full requirements at gsoh.org/volunteeressentials)	1.			
	2.			
<p>Instructions for completing the report:</p> <ol style="list-style-type: none"> 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 deadline. The deadline is 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: _____ Date: _____

Signature: _____ Email: _____ Date: _____

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

Troop #:

[illegible]

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

Troop #:

[illegible]

Miscellaneous Summary

Date	In kind donations: include company, location, items, and estimated value. <i>Skip this section if there is none.</i>		
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	Cost Total
	Other inventory purchased this year. List 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
☐ 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.

\$	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.)
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.	