



Troop Finance Report

Checklist for Submitting the Troop Finance Report

- Complete the Troop Finance Report Summary and the Troop Finance Report Ledger Page(s).** 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. **IMPORTANT:** The format must match the provided ledger.
- Use the Product Program Income Worksheet (s)** (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 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)
 - Monthly bank statements or official transaction logs on official bank letterhead for the period of the report
- Submit by May 10th at go.gsoh.org/TroopFinance or email to submitfinancereport@gsoh.org** In the subject line add service unit number and troop (example: SU888 Troop 001)
- Receive confirmation:** It is the responsibility of the report signers to ensure the report is received by the due date. You should receive a confirmation email confirming receipt. If confirmation is not received, please follow up with the email above!

Questions? Email volunteer@gsoh.org



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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

Troop #	Service Unit #	Start Date	End date
Bank Account Number		Bank Name	
As of the end date, this troop has the following funds:			
\$ _____ in the bank	\$ _____ cash on hand	\$ _____ gift/rewards cards	
Unsold Cookies *This should not be more than 1% of your total sale	Number of packages	Value of unsold cookies (\$6 times number of packages)	

Print the names of the two bank signers and their email addresses.	
Signer 1 Name	Signer 1 Email
Signer 2 Name	Signer 2 Email

By signing my name below, I am accepting responsibility for the accuracy of this Troop Finance Report and for any funds that are unaccounted.

Signer 1 Signature: _____ Date: _____

Signer 2 Signature: _____ Date: _____

Fall Product Program Income Worksheet

	\$	1. Total Troop Sales (from M2 Summary Report)
-	\$	2. SUBTRACT: Collected funds from online sales (from M2 Summary Report)
=	\$	3. EQUALS: Fall Product funds that are to be deposited in the bank
	\$	4. Total Fall Product money deposited into the bank account. (Total 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 on line 4 matches line 3 congratulations! You balanced your Fall Product Program funds! If not, before submitting this report, please go back and look for deposits or expenditures that were not included.		

Cookie Product Program Income Worksheet

Please note: All cookie funds must be deposited. NO cookie funds should be left as Cash on Hand (COH).

	\$	1. Total Troop Sales (from eBudde sales report)
-	\$	2. SUBTRACT: Total Digital Order Card (D.O.C.) from eBudde sales report
-	\$	3. SUBTRACT: Total value of unsold cookies claimed
-	\$	4. SUBTRACT: Amount of Outstanding Debt Reported
=	\$	5. EQUALS: Cookie funds that are to be deposited in the bank.
	\$	6. Total cookie money 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 on line 6 matches line 5, congratulations! You balanced your cookie program funds! If not, before submitting this report, please go back and look for deposits or expenditures that were not included.		