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 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 ID # is 31-4379475

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. Record using the ledger page(s) (found at this link: @@@@@) 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 use checks, or cash or any electronic methods to make purchases. Troop debit cards or troop checks should be used whenever possible..
4. 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, 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. ***Troops that are notified of eligibility for once-per-year submission are required to turn in a 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 deadline!
6. Turn in the entire Troop Finance Report. Attach copies of the ledger pages and bank statements for the period of the report.

Use this link to start your report ***go.gsoh.org/financereport*** or the QR code to the left. The signer who has the bank statements will fill out the form as "the first signer". In the designated spot upload the ledger (found here: ***go.gsoh.org/ledger***) or other equivalent, and the bank statements or transaction summaries. Once the report is complete, electronically sign it. The system will send an email to the second signer. This email contains the supporting documents (troop ledger and bank statements) as attachments and there is a link for the second signer to sign the troop finance report. Once the second signer has reviewed the form and signed it, that's it! You're done. We'll take it from there."

☐ **Use the Product Program Income Worksheet.**

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 income.

☐ **Keep receipts for three (3) years (2 previous and current).**

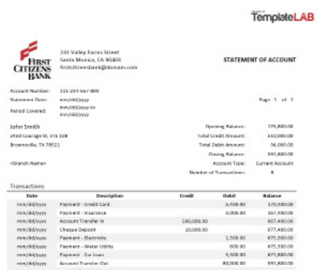
Keep receipts with the troop's copy of the report. Receipts MUST be available upon request. Receipts should include the name of the establishment and the date. It is a good practice to retain an electronic copy of receipts. Please do not attach them to the report that is being submitted. Regardless of 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)

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)
- Monthly bank statements for each month during the reporting period must be included (even if there was no financial activity during a month)



TemplateLAB

First Citizens Bank

STATEMENT OF ACCOUNT

Account Number: [illegible]
Statement Date: mm/dd/yyyy
Period Covered: mm/dd/yyyy to mm/dd/yyyy

Page 1 of 1

John Smith
Brownsville, TX 78521
<Branch Name>

Opening Balance: [illegible]
Total Credit Amount: [illegible]
Total Debit Amount: [illegible]
Closing Balance: [illegible]
Account Type: Current Account
Number of Transactions: 8

Transactions

Date	Description	Credit	Debit	Balance
mm/dd/yyyy	Payment - Credit Card		[illegible]	[illegible]
mm/dd/yyyy	Payment - Insurance		[illegible]	[illegible]
mm/dd/yyyy	Account Transfer In	500,000.00		[illegible]
mm/dd/yyyy	Cheque Deposit	10,000.00		[illegible]
mm/dd/yyyy	Payment - Electricity		1,500.00	[illegible]
mm/dd/yyyy	Payment - Water Utility		600.00	[illegible]
mm/dd/yyyy	Payment - Car Loan		[illegible]	[illegible]
mm/dd/yyyy	Account Transfer Out		[illegible]	[illegible]
	--- End of Transactions ---			

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) 340-8835 (direct line)

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

girl scouts of ohio's heartland

Sample Completed Form

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

Leadership Volunteer's Name	Troop #	Service Unit #	Start Date	End Date
Suzy G. Scout	Troop 0001	001	00/00/00	00/00/00

Bank Account Number	Bank Name
0000000000	Anybank, USA

As of the above dates, this troop has the following funds:

$ 174.39 in the bank	$ 11.25 cash on hand	$ None gift/reward cards

Print names of signers: Two (2) unrelated, registered Girl Scout volunteers. (see full requirements at ***gsoh.org/volunteeressentials***)	1. Suzy G. Scout 2. Fran A. Camper

Instructions for completing the 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. 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 accu rate 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 deadlines 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: (sign with pen here) Email: ztime@gmail.com Date: 00/00/00

Signature: (sign with pen here) Email: acamper@aol.com Date: 00/00/00

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

Troop #:							
Date	Details: Company/Name, Purpose, and Method of Payment	Income	Product Program (C or F)	Expenses	Cash on Hand	Money in Bank	Total (Cash + Money in Bank)
Balance forward from previous report → Product Program income: 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	C		$11.25	$219.39	$230.64
	Cookie ACH withdrawal		C	$100.00	$11.25	$174.39	$185.64
	Petty Cash for cookie booth		C	$100.00	$111.25	$74.39	$185.64
	Petty Cash returned	$100.00	C		$111.25	$174.39	$195.64
S.G.S.							
F.A.C.							

Add initials to the end of the ledger page

Revised 4.20.2026

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.	