

# **Troop Finance Report**

Girl Scouts of the USA requires all Girl Scout councils to maintain records of troop funds. According to Girl Scouts Spirit of Nebraska policy, troop funds are the property of the council and are to be maintained in a Girl Scout bank account. Each troop is required to complete and submit an annual Troop Finance Report with a copy of the May bank statement, **no later than June 30** of the current membership year. Failure to submit a complete report is a violation of policy and may prevent your troop from participating in council-sponsored, Fall Product and Girl Scout Cookie Programs. All reports will be maintained and kept on file in our Finance Department.

Membership Year(s): through	-	
TROOP/CO-LEADER INFORMATION		
5-Digit Troop #:	Service Unit # or Sc	hool:
Troop Grade Level(s): □ D □ B □ J □ C □ S □ A	# of Girls in Troop: _	
Co-Leader Full Name:	_	
Phone:	_ Email:	
Is Troop Disbanding?   Yes   No  Yes," please complete the Troop Disband Procedures	Form found on the Forn	ns page of our website.
BANK ACCOUNT INFORMATION		
Two signatures of troop volunteers currently registered of from your area service center.	as Girl Scout members,	plus the Troop Support Specialist
Bank Name:	Street Address:	
City:	State:	ZIP Code:
Bank Routing Number (ABA):	_ Account Number:	
Account Signer 1:	Email:	
Account Signer 2:	_ Email:	
Troop Support Specialist:	_ Email:	

## **BANK ACCOUNT INFORMATION (CONT.)**

TROOP INCOME		TROOP EXPENSES	
Beginning Balance:	\$	Annual Membership Registrations:	\$
Troop Dues Collected	\$	Fall Product Program Payments to Council:	\$
Annual Membership Registrations:	\$	Cookie Program Payments to Council:	\$
Fall Product Program Deposits:	\$	Programs and Field Trips:	\$
Cookie Program Deposits:	\$	Badges, Uniform Pieces, Books, etc.:	\$
Other Income:	\$	Supplies:	\$
Other Money-Earning Income:	\$	Food and Beverages:	\$
		Donations to Spirit of Nebraska and/or Charity:	\$
		Name(s):	
		Other Expenses:	\$
Total Income:	\$	Total Expenses:	\$
		Income (-) Expenses (=) Ending Balance*:	\$

*If above ending balance exceeds \$1000, please describe below what your future plans include (i.e. saving for a trip or Take Action project, etc.):		

### **TROOP FINANCE LEDGER**

DATE	SHORT DESCRIPTION	INCOME	EXPENSE	BALANCE
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

### **ACKNOWLEDGEMENT**

I understand that the IRS and Girl Scouts of the USA rules prohibit funds to be given to any individual girl or adult. I verify that all statements about the troop/group finances are true and acknowledge my responsibility to safeguard troop funds. I understand that receipts need to be kept for two years and will be available for random audits by the council.

Signature of Person	
Responsible for Troop Finances:	Date:
·	
Signature of Adult Member	
Who Has Reviewed the Report:	Date:

#### MAIL FORMS TO:

Girl Scouts Spirit of Nebraska Attn: Finance 2121 S 44th St Omaha, NE 68105 TroopFinance@girlscoutsnebraska.org