

girl scouts 
of southern arizona

TROOP FINANCIAL MANAGEMENT GUIDE

THE GO-TO RESOURCE FOR
TROOP FINANCIAL MANAGEMENT



BUILDING GIRLS OF
COURAGE • CONFIDENCE • CHARACTER

Girl Scout Leadership Experience (GSLE)

Managing Troop Finances is an integral part of the Girl Scout Leadership Experience. Through girl-led planning, as they progress they will take on more of the budgeting, setting goals and reconciling their community finances.

According to the Girl Scouts of the USA Blue Book of Documents, the following applies to all Girl Scout funds:

“All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by a Girl Scout council or Girl Scouts of the USA. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the Girl Scout council or Girl Scouts of the USA. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within a Girl Scout council.”



The Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

**Members may substitute for the word God in accordance with their own spiritual beliefs.*

Objectives of Troop Financial Training

- ✓ Understands the steps and requirements for opening a troop bank account
- ✓ If needed, complete the process to change signers on a troop bank account
- ✓ Identify and execute the steps to closing a troop bank account including disbanding of a troop
- ✓ Advise troop members and facilitate girl-led financial planning
- ✓ Have a comprehensive understanding of expenditure guidelines
- ✓ Knows the systems available to keeping track of income and expenses
- ✓ Is able to manage the troop bank account during product sales
- ✓ Will be able to complete the mandatory Troop Financial Report

Prerequisites for Opening a Bank Account

There are prerequisites for opening a bank account. Each troop must have two persons willing to take on the duties of troop finances. The prerequisites for the leader or co leader are as follows:

1. Must be registered Girl Scout members of Girl Scouts of Southern Arizona
2. Must have a current cleared background check
3. Completed the Basic 3 which includes this training
4. Complete and submit the JotForm "Troop Bank Account Request Form"

For a troop support volunteer, the prerequisites are similar with one exception:

1. Must be registered Girl Scout members of Girl Scouts of Southern Arizona
2. Must have a current cleared background check
3. Completed the *Troop Finance Training*
4. Complete and submit the JotForm "Troop Bank Account Request Form"



Getting Started

Signatures on a Bank Account

Multiple signers are needed on the bank account for a variety of reasons. In order to ensure accountability and integrity, the duties should be shared between the signers. One person services as the primary signer and the second person handles account reconciliation and reporting.

In the event a signer requires reimbursement for an allowable expense, the check must be signed by someone other than the person requesting the reimbursement.

If the primary signer is on vacation or unavailable, a secondary person is able to conduct business on the troops behalf.

If, at any time a signer leaves the troop or moves, in addition to the account be reconciled to the date of departure, multiple signers allows the troop to have an authorized person to continue business for the troop until a replacement can be identified, background cleared and trained.



Opening the Bank Account

Once the prerequisites are met, submit a Troop Bank Account Request Form. When Council receives the form, the prerequisite information will be confirmed and you'll be provided with the documentation and instructions you'll need to open your troop bank account.

All troop accounts must be opened at a council approved bank. Contact your membership specialist for the current bank being utilized and they will assist you with the account opening process.

When opening the bank account, be sure to use the councils tax i.d. number (listed on bank letter) and put the account under the councils name along with the troop number. Example Girl Scouts of Southern Arizona Troop 123. The address for all correspondence related to the bank account should go to the primary signers address.

Debit cards should be requested for both approved signers to conduct troop business. If available, counter-checks should be obtained for those transactions requiring a written check.

Troop Financial Best Practices



Deposit incoming funds promptly. Write a receipt for all monies collected. Note who it's for, what it's for, when received and how received (cash or check).



Do not spend if monies are not available. If it's not in the account, it's not available to spend. Be mindful of "I'll get to the bank tomorrow."



Keep all receipts for all purchases and expenditures. Make notes on them like "craft supplies" or food for "bridging ceremony". Notes like these will save a lot of time when completing the Troop Financial Report (TFR) due June 15th annually.



Have an organized filing system. Consider buying a 12-month expandable file folder. When conducting monthly reconciling, staple receipts – those written by troop and those turned in-to the appropriate monthly statement from the bank. File the statements in the file folder in the event documentation is needed for an audit. Retain these records for 7 years.



Establish an effective method of keeping track of financial activity (every penny in and out of the account).

- Finance program such as Quickbooks or Quicken
- Excel spreadsheet
- Checkbook registry
- Troop Financial Record (available on additional reference tab)



Separate your income and expenses into the categories listed on the Troop Financial Record. The form is set up to match the categories on the Troop Financial Report.



Make reimbursements by check, not cash, and only when an original receipt is provided. No self-payment on reimbursements. The secondary signer may write a check to the other signer.



Never withdraw cash! Exception would be for Cookie Booth "Bank" which would be deposited back into account with receipts for both and an approved cash withdrawal for travel or currency exchange.



Insufficient fund fees are the responsibility of the volunteer(s) managing the account.



Provide regular financial updates to parents/guardians. Transparency will avoid questions and concerns. With monthly reconciling, this will be very easy.

*Certain banks will run a credit check on anyone requesting to be a signer on the account

REMEMBER:

We can not stress ENOUGH the importance of RECEIPTS

- If you spend it, print it!"
- If you accept it, write it and get it signed!
- If you deposit it, keep it!

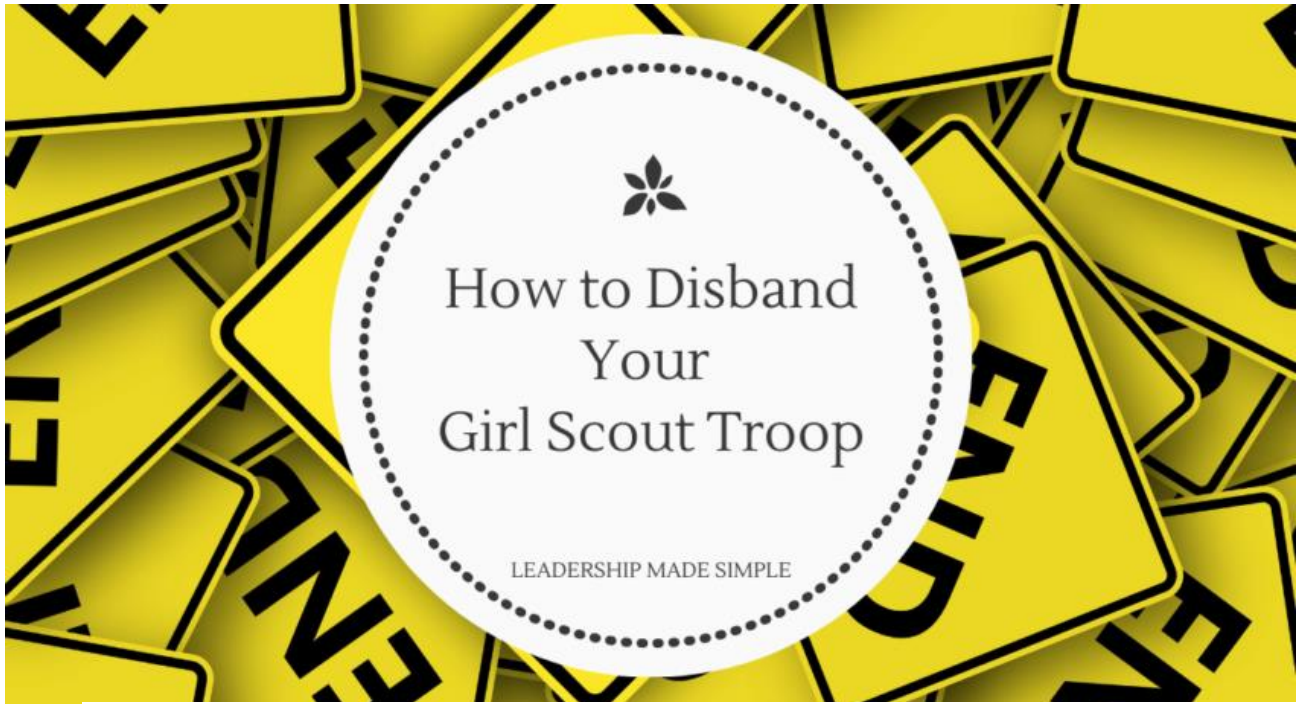
Create a folder to house all of this! Keep records EVERY SINGLE TIME, not just when you are asked for them. Council can request an audit at any time. The more complete your documentation, the easier the audit will be.

TRACKING TOOL

The troop financial record is a convenient tool that automatically tabulates the columns and rows. Each of the columns match the categories in the Troop Financial Report (TFR) due each June 15th and submitted through the troop Volunteer Tool Kit (VTK)

TROOP FINANCIAL RECORD														
Troop Number:		123	Service Unit:		Pima	From:			23-Oct	To:		Apr-24		
						Month & Year				Month & Year				
INCOME														
Date	GSUSA registration collected	Donations/Sponsorships	Gross Income Cookie Program	Gross Income Fall Product	Troop Dues Collected	Insignia/Recognitions	Day Trips & Events	Overnight Trips/Camping	Bank Charges reversed/reimbursed	Money Earning Activities	Other Income (describe)	Other Income (describe)	Total Income	
10/01/23	\$ 75.00												\$ 75.00	
11/30/23				\$ 150.00									\$ 150.00	
													\$ -	
TOTALS	\$ 75.00	\$ -	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225.00	
Unsold/donated Fall Product				\$	Unsold/donated Cookies				\$					

EXPENSES														
Date	Troop Management (i.e. copies, postage, clerical supplies, etc.)	GSUSA Registration Paid	Service Projects	Cookie Payments	Total Fall Products Money ACH to Council	Food and Beverages	Insignia/Recognitions	Day Trips & Events	Overnight Trips/Camping	Bank Charges	Permanent Troop Equipment (i.e. tents, flags, etc.)	Other Expense (describe)	Other Expense (describe)	Total Expenses
10/02/23		\$ 75.00												\$ 75.00
12/15/23					\$ 58.00									\$ 58.00
														\$ -
TOTALS	\$ -	\$ 75.00	\$ -	\$ -	\$ 58.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133.00
Comments:														



- ❖ The disbanding troop checklist must be submitted
This form is available on the council website under “Forms & Documents”. Reach out to customercare@girlscoutsoaz.org for assistance and support in disbanding the troop.

- ❖ Troop funds will need to be reconciled
Once the bills are paid and everything has cleared, the troop is encourage to have one final outing to expend monies on the members who earned the funds. If members are transferring to other troops, the amount left is divided evenly amongst the currently registered members and that portion is given to the receiving troop in the form of a check payable to the troop.

If after all efforts are expended, and funds remain, they will be held at council in the “Troop Treasuries Held” for a year.

- ❖ Troop equipment will need to be disseminated
All items and troop inventory purchases made with troop funds are to be submitted to council. If the troop is splitting, assets must be divided evenly either physically or through purchase agreements.

In the event this is not possible, the council will sell items and distribute the proceeds from the sale equally among the involved troops.

GIRL-LED FINANCIAL PLANNING

Empowering Girl Scouts through Financial Education

With your guidance, your Girl Scouts will learn money skills that will serve them throughout their lives. Your Girl Scout troop will plan and finance its own activities, and you'll coach your girls as they earn and manage troop funds.

We get it – there's something exciting about opening that first case of Girl Scout cookies. However, before your girls take part in all the cookie program fun, it is important they have a clear plan and purpose for their product-sale activities. As a volunteer, you have the opportunity to facilitate girl-led financial planning, which may include the following steps for the girls:



- Set goals. What do the girls hope to accomplish in the coming year. What skills do they hope to build? What leadership opportunities present themselves?
- Create a budget. Use a budget worksheet that includes both expenses (the cost of supplies, admission to events, travel, and so on) and available income (the group's account balance, projected cookie proceeds, and so on).
- Determine how much the group needs to earn. Subtract expenses from available income to determine how much money your group needs to earn.
- Make a plan. The group can brainstorm and make decisions about its financial plans. Will cookie and fall sale – if approached proactively and energetically – earn enough money to meet the group's goals? If not, which group money earning activities might offset the difference?
- Write it out. Once the group has decided on its financial plan, describe it in writing. If the plan involves a group money-earning activity, have the troop review Volunteer Essentials and Safety Activity Checkpoints to ensure processes are adhered to and all approvals (if applicable) are obtained.

Progression in Troop Money Management

By developing money management skills early in life, girls learn how to set financial goals, and gain the confidence they need to ultimately take control of their own financial future. One of your roles as a volunteer is to facilitate girl-led financial planning, appropriate for each grade level. Below are some general guidelines for progression in troop money management for girls.

DAISY



» The troop volunteer handles money, keeps financial records, and does all troop budgeting.

Parents/guardians may decide they will contribute to the cost of activities.

Girls can participate in Girl Scout Cookie sales and other Council-sponsored product sales. This includes setting short-term goals and understanding what the money earned will be used for.

Daisies are always paired with an adult when selling anything. Girls do the asking and deliver the product, but adults handle the money and keep the girls secure.

BROWNIE



» The troop volunteer manages troop money, keeps financial records, and shares some of the troop-budgeting responsibilities with girls.

Girls discuss the cost of activities (supplies, fees, transportation, rentals, and so on).

Girls set goals for and participate in Council-sponsored product programs.

Girls may decide to pay dues and may begin to collect and record dues at troop meetings.

JUNIOR



» The troop volunteer retains overall responsibility for long-term budgeting and record-keeping, but shares or delegates all other financial responsibilities.

» Girls set goals for and participate in Council-sponsored product programs.

Girls decide on troop dues, if any. Dues are collected by girls and recorded by a troop treasurer (selected by the girls or the position is rotated so all girls can learn).

Girls budget for the short-term needs of the troop, based on plans and income from the troop dues.

Girls budget for more long-term activities, such as overnight trips, troop camping, and special events.

» Girls budget for take-action projects, including the Girl Scout Bronze Award.

CADETTE



» Girls estimate costs based on plans.

» Girls determine the amount of troop dues (if any) and the scope of money-earning projects.

» Girls set goals for and participate in Council-sponsored product programs.

» Girls carry out budgeting, planning, and troop money-earning projects.

» Girls budget for extended travel, take-action projects, and leadership projects.

SENIOR



» Girls keep their own financial records and give reports to parents and troop volunteers.

» Girls budget for take-action projects, including the Girl Scout Silver or Gold Awards.

AMBASSADOR



Cookie Program Finance Essentials

Product sale season is a wonderful time of new experiences, new knowledge obtained and lifetime skills developed in the troop.

Along with that comes a bit of extra diligence in our stewardship of the troop funds. While all this information is covered in the required annual product sale training, as part of this course, we'd like to share some of the essentials that may assist you throughout the troop sale.

Both troops and council rely on our springtime cookie sale as a primary funding source and as such, we need to be extra mindful of how we manage the troop monies.

It's said many times before – receipts, receipts, receipts. The paper trail during cookies is very important to ensure that all things fall in to balance at the end of the season.

All transactions **MUST** be recorded including regularly updating the online cookie sale management system.

In order to participate in the product sale, annual training must be completed.

Establish a solid foundation and understanding the process and it's flow will assist the troop and the product manager to have successful, fun, goal reaching cookie season!

The troop product manager is personally responsible for both the monies and inventory. If it's signed for, it's your responsibility. Responsibility is only transferred with provable, signed receipts.

Highly recommended to separate deposits for product sales vs troop business. Make notes on the deposit receipt what the funds were for: "booth" "Smith dues".

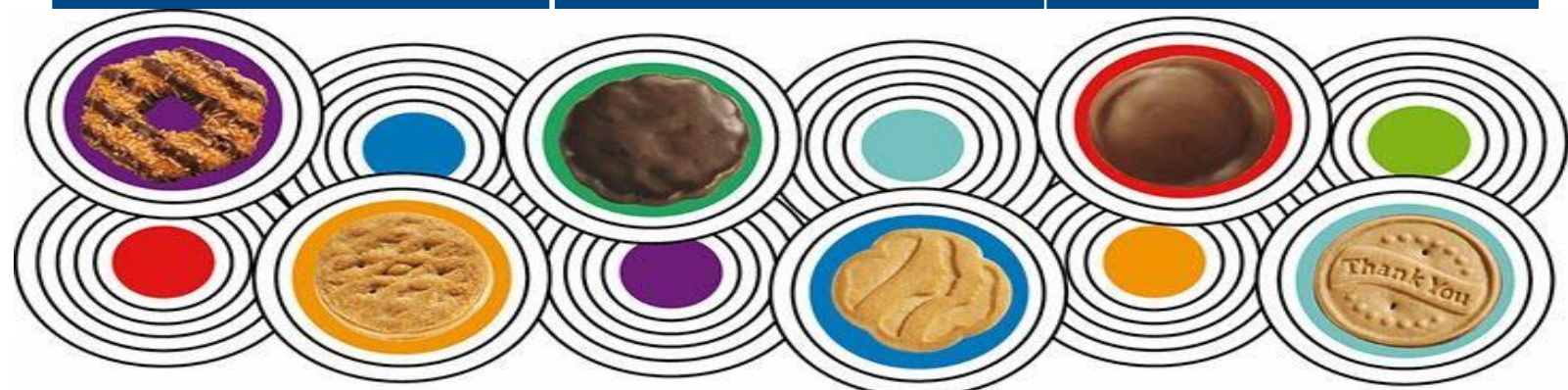
Participation level (example: number of boxes sold) must not influence troop decisions.

All cash handling fees or fees associated with mobile payment programs are the responsibility of individual troops.

Always deposit monies in the bank as soon as possible. Cash sitting around may be misplaced, lost or unfortunately stolen.

Never zero out a Girl Scout in the cookie management system if they still have monies due the troop.

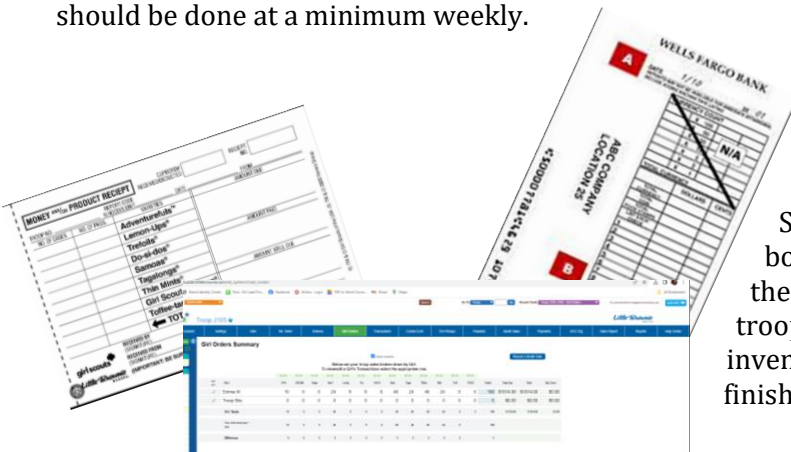
Always "check out" and "check in" troop inventory used at booths. Use these numbers to balance the monies. It's easy to lose a few boxes or a few dollars at every booth-this will add up at the end of the sale..



Managing Cookie Monies and Inventory

A significant part of managing the cookie sale is also managing communications with your parents/caregivers, your service unit and your Council team. The more informed they are, the smoother the troops product sale will be.

It's important that girl payments, inventory transfers, booth sales are entered in the cookie management system on a regular basis. Usually done during "Monday Maintenance". Now you Monday may not be a good day, that's okay, but it should be done at a minimum weekly.



Keeping the system up to date will go a long way in keeping your caregivers on track with their responsibilities, both in inventory on hand and monies owed.

Speaking of inventory; the mid-sale inventory report is important both to balancing for accuracy, but keeping your teams informed of the troops status and if assistance may be needed to finish up your troop sale strong. This will also assist your troop know who much inventory is left to sell and if they're able to provide product mix to finish strong.

Remember those receipts we keep talking about? Well their purpose is twofold. Once, they track monies and product and who has/owes what. They also serve as documentation to aid in accountability in the event there is monies/product owed at the end of the sale.

When your troop product manager picks up cookies at the "drop" they sign a receipt for the cookies. This now makes them financially responsible for all that product. When the beginning inventory is checked out to a troop member, the responsible adult (permission slip signor) signs a receipt accepting financial responsibility for that inventory. When a payment is made and a receipt issued, the financial responsibility for the amount of cookies those funds cover now falls back to the troop. The receipts serve as a paper trail of responsibility and accountability. These documents along with other troop financial records must be kept 7 years.

Handling monies at booth sales, collecting payments for troop business, payments for product program and any money earning activities requires that all those persons be registered members of our Council and have a cleared background check.



Money Earning Activities

We've talked about the product sale program being the primary funder of the troop budget, but we've not talked about what if that's not enough for the plans the girls have made? Well, there are a few of options here. The girls can rethink their plans, maybe scale them back, eliminate or push out to a later date or decide to participate in a Money Earning Activity (MEA). They can also, depending on the activity, research and apply for grants funds, monetary donations (requested by adult leaders) with assistance from Council leadership or in-kind donations to support program.

An MEA is an opportunity for troops to facilitate an activity/program that generates additional income for the troop. There are very strict guidelines when it comes to MEA's. While the activity has the goal of earning money for the troop, the overarching goal is to provide leadership or learning opportunity for the girls. For example, an older girl troop might lead a program for younger girls and charge a small fee, which covers expenses and includes enough income to help pay for a planned trip or activity for the troop.

The Application to Conduct a Troop/Group Money-Earning Activity can be found under Forms & Documents on our website and MUST be submitted at least 2 weeks in advance, although 2 months is preferred. This too is a girl-led activity. As with most troop activities, it's imperative that you consult both the Safety Activity Checkpoints and Volunteer Essentials for specifics. In the case of MEA's, Volunteer Essentials details how many are allowed annually by grade level as well as acceptable money earning activities/events.

A Money-earning Project Application must be submitted when an event is expected to earn money .

MONEY-EARNING MADE EASIER

YES! YES! Allowable Money Earning	NO! NO! Money-Earning
Girl Scout cookies	Sale of commercial products or services i.e. Pampered Chef, Krispy Kreme, Avon, etc
Childcare at a special event	Raise funds for another organization while acting as a Girl Scout. This includes foundations, other non-profits or political parties.
Sell homemade cards for special occasions	Raise funds where the money goes to individual members of the troop
Pick up litter after an event	Internet sales of any kind
Face painting at a community event	Raffles or games of chance. Do not sell to win a piece of furniture, quilt, etc.
Wash neighborhood windows	No door-to-door sales except for the cookie program
Walk pets or offer pet-sitting services	Do not create and resell any item that has the trademarked Girl Scout logo or brand on it
Sell homemade crafts	No projects where Girl Scouts might be perceived as endorsing a political party or organization
'Sack Sit' at a local mall while people shop	No restaurant nights that are profit splits i.e. making money for both the restaurant and the troop
Provide gift wrapping service – add it to sack sitting	No crowd-funding websites such as gofundme, kickstarter, etc
Sell handmade holiday decorations	No resell of items ready-made from another organization/company, i.e. t-shirts, patches, etc
Make and sell baked goods	
Create, design and sell cookbooks-be mindful of copyrights	
Conduct a car wash	
Create items and offer at a silent auction at a local Girl Scout even or meeting	
Make and sell food at a special event. Recommend: food that does not require refrigeration	
Offer the service of sewing on badges & patches for Girl Scouts	

Bank Account Audits

During your appointment as Troop Treasurer, there may come a time when your troop bank account is randomly audited by GSSOAZ. This is a routine process done throughout the year in order to ensure that standard financial practices are being adhered to. We want to assure that Girl's funds are being used for their troop activities and that they are safely protected.



Upon notification that your troop bank account is being audited, you will be asked to provide the following information to council:

- A copy of all bank statements for your troop account during a specified time frame (i.e. Month 20XX to Present)
- A copy of all receipts for troop expenses and deposits
- An explanation for any expenses that do not have supporting documentation (receipts) related to the troop account
- A list of the events where troop funds were used

Troop Treasurers will have two weeks from the date requested to gather and turn in supporting documentation. (Helpful hint- clean and organized records make for a fast and easy audit! The Volunteer Toolkit's Finance Tab is a great place to keep track.)

Volunteer Toolkit

•Did you know there is a great tool to help manage troop finances? The Finance tab of the Volunteer Toolkit is a great resource to keep track of your troop's finances throughout the year. You can list account signers, categorize spending, and get a jump-start on completing your required end-of-year paperwork. The Annual Troop Finance Report is due annually on June 30.



Bank Fee Request for Reimbursement



Throughout the Girl Scout year, your troop bank account may encounter fees. You may submit a request to GSSOAZ for reimbursement for the fees as outlined below; on a monthly, bimonthly, or annual basis. Below are the instructions to obtain reimbursement.



Complete Bank Fee Request Form

Complete the Bank Fee Request for Reimbursement Form



Submit to GSSOAZ

Send completed "Bank Fee Reimbursement Form" and bank statements to customercare@girlscoutssoaz.org



Refund Issued

A refund, in the form of a check will be issued and mailed to the authorized signer on the account in approximately two weeks.

Guide to Submitting Your Annual Financial Report Using the VTK Finance Tab

Thank you for volunteering for Girl Scouts and being a good steward of girls' money! This guide will help you compile and submit your troop's Annual Financial Report (a report documenting troop income and expense transactions) from **May 1 through April 30**. **The Financial Report must be submitted by June 15.**

The year-round responsibilities of being the trustee of the girls' money include keeping up-to-date and accurate financial records, collecting and saving all receipts and bank statements, and maintaining the detailed accounting of all expenses and income. This should be completed on an ongoing basis and throughout the year. The best and easiest way to do this is to start on May 1 of each year using the Troop Financial Record that is available (in a downloadable Excel) in the Forms and Documents section of our website.

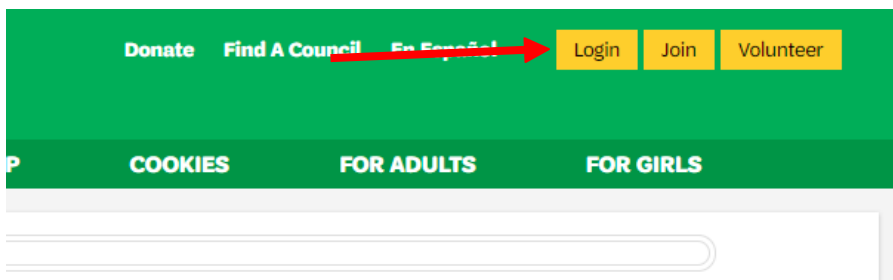


Let's Begin



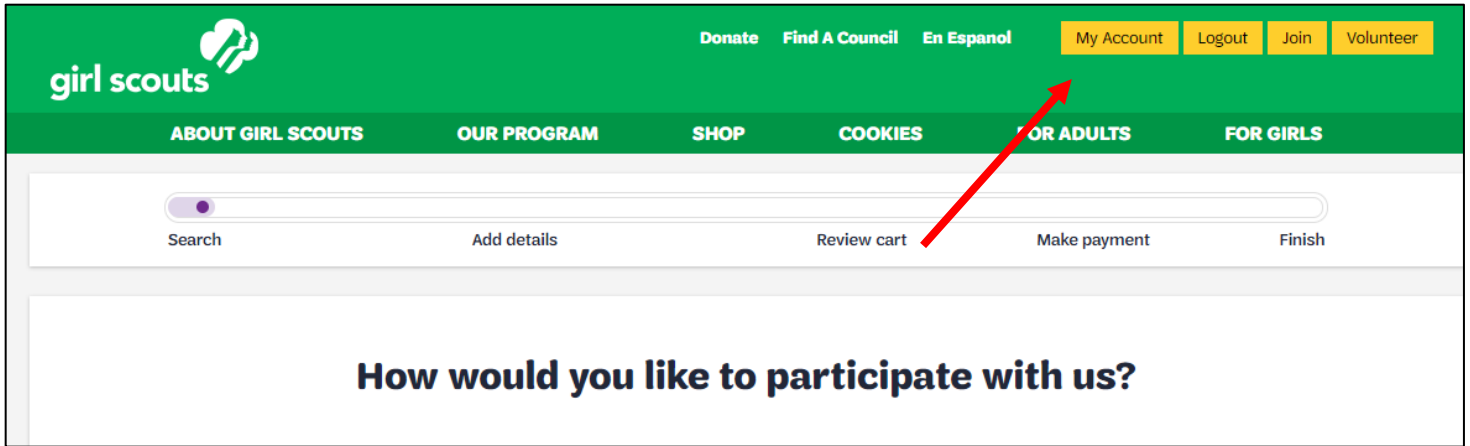
Step 1: Go to www.girlscoutssoaz.org

Step 2: Click on the "MYGS" tab in the upper right corner and then select Log In.

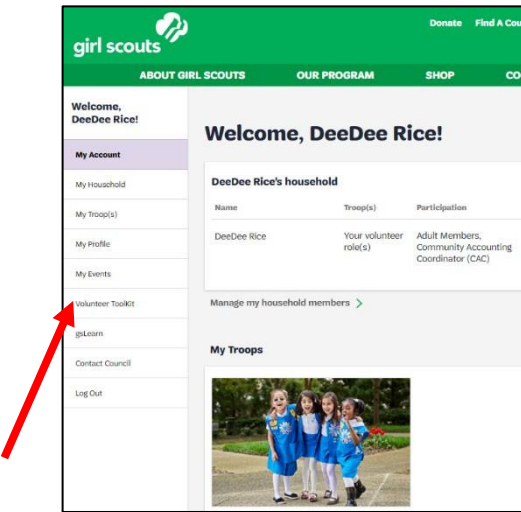


Step 3: Enter your email address and password.

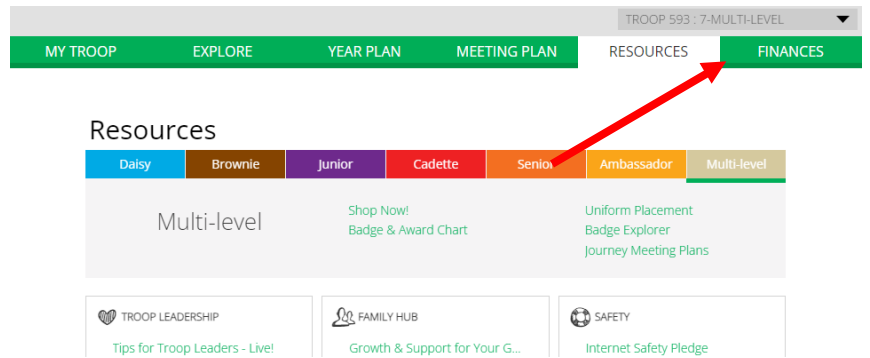
If you have trouble logging in, contact Customer Care at 520-327-2288 or email customercare@girlscoutssoaz.org for assistance.



Step 4: Select “My Account”



Step 5: Click on Volunteer Toolkit



Step 6: Then click on the “Finances” tab

Complete the INCOME and EXPENSES sections by inputting the totals in each category.
HINT: Totals can be found on your Troop Financial Record found in Forms & Documents.

girlscouts of southern arizona

TROOP FINANCIAL RECORD

Troop Number: _____ Service Unit: _____ From: _____ To: _____
 Month & Year Month & Year

INCOME													
Date	GSUSA registration collected	Donations/Sponsorships	Gross Income Cookie Program	Gross Income Fall Product	Troop Dues Collected	Insignia/Recognitions	Day Trips & Events	Overnight Trips/Camping	Bank Charges reversed/reimbursed	Money Earning Activities	Other Income (describe)	Other Income (describe)	Total Income
													\$ -
													\$ -

EXPENSES														
Date	Troop Management (i.e. copies, postage, clerical supplies, etc.)	GSUSA Registration Paid	Service Projects	Cookie Payments	Total Fall Products Money ACH to Council	Food and Beverages	Insignia/Recognitions	Day Trips & Events	Overnight Trips/Camping	Bank Charges	Permanent Troop Equipment (i.e. tents, flags, etc.)	Other Expense (describe)	Other Expense (describe)	Total Expenses
														\$ -
														\$ -

INCOME

Your updates are automatically saved but not submitted to the Council.
 If there is no value for an item, leave the field at 0.00.

INCOME LAST UPDATE
03/15/2018, 6:56:17 PM
SANDRA KANE

Beginning Balance	\$ 293.77	Council Detail
10 Troop/Group Registration	\$ 0.00	Council Detail
20 Troop/Group Sponsorship	\$ 0.00	Council Detail
30 New Troop/Group Funds	\$ 0.00	Council Detail
40 Dues	\$ 0.00	Council Detail
41 Cookie Sales	\$ 0.00	Council Detail
42 Fall Product	\$ 0.00	Council Detail
43 Other Money Earning Projects	\$ 0.00	Council Detail
44 Other Income	\$ 20.00	Council Detail
Total Income	\$ 313.77	

[Add a note on Troop INCOME \(optional\)](#)

EXPENSES

If there is no value for an item, leave the field at 0.00.

Step 7: Use the information from the Troop Financial Record to fill in the corresponding fields in the VTK Finance Form for both income and expenses.

INCOME

Your updates are automatically saved but not submitted to the Council.
 If there is no value for an item, leave the field at 0.00.

INCOME LAST UPDATE
03/15/2018, 20:40:00 PM
SANDRA KANE

10 Troop/Group Registration	\$ 320.00	Council Detail
20 Troop/Group Sponsorship	\$ 0.00	Council Detail
30 New Troop/Group Funds	\$ 0.00	Council Detail
40 Dues	\$ 50.00	Council Detail
41 Cookie Sales	\$ 1,438.52	Council Detail
42 Fall Product	\$ 468.96	Council Detail
43 Other Money Earning Projects	\$ 54.00	Council Detail
44 Other Income	\$ 20.00	Council Detail
Total Income	\$ 2,351.48	

[Remove Note](#)

44 other income was credit from GSGWIM for early registration incentive
 Dues collected from 10 girls - \$5 per girl
 8 girls memberships paid, parents gave money to troop to purchase membership

4 characters

Helpful Hints - Click on the green "Council Detail" link for an explanation of what the income or expense category may include

Click on the green "Add a note on Troop INCOME (optional)" link to add information or an explanation.

Your entries are automatically saved throughout the report.

FINANCIAL SUMMARY LAST UPDATE
03/16/2018, 3:34:48 PM
SANDRA IGARTE

2017 - 2018

Starting Balance	\$	293.77
Income	\$	2,351.48
Expenses	\$	107.67
Ending Balance	\$	2,537.58

From the Council
Existing Troops: your starting balance this year should be the same as your ending balance the last time you completed your financial report.
New Troops: your starting balance should be the balance with which you opened your bank account.

[Add a note on the Troop's financial summary](#)

Parents see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.

Submit the Troop Finance Report by May 31, 2018

BANK INFORMATION LAST UPDATE

Checking Account Required

Bank Name

Branch Name

Last 4 accounts #s

Step 8: Complete the Financial Summary section by inputting your starting bank balance.

FINANCIAL SUMMARY LAST UPDATE

2021 - 2022

Starting Balance	\$	0.00
Income	\$	0.00
Expenses	\$	0.00
Ending Balance	\$	0.00

From the Council
Existing Troops: your starting balance this year should be the same as your ending balance the last time you completed your financial report.
New Troops: your starting balance should be the balance with which you opened your bank account.

[Add a note on the Troop's financial summary](#)

Caregivers see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.

Submit the Troop Finance Report by June 30, 2022

BANK INFORMATION LAST UPDATE
08/14/2022, 4:30:50 PM
DEEDEE RICE

Checking Account Required

Bank Name

Branch Name

Last 4 accounts #s

Step 9: Complete the Bank Information section by inputting your bank account and signer information.

COUNCIL NOTES AND QUESTIONS FOR TROOPS

Troop Status Required
What is the status of Troop ##### for the next membership year?

Returning
 Merge With Another Troop
 Disbanding
 Not Sure

Troop Service Unit
Service Unit Name Number

Council Note for all Troops
What activities and trips did your troop participate in this year? Was there something that the troop really enjoyed and would suggest to other troops? Is there a project or activity that you would like us to highlight and share with other troops?

[Your response to the council](#)
Required

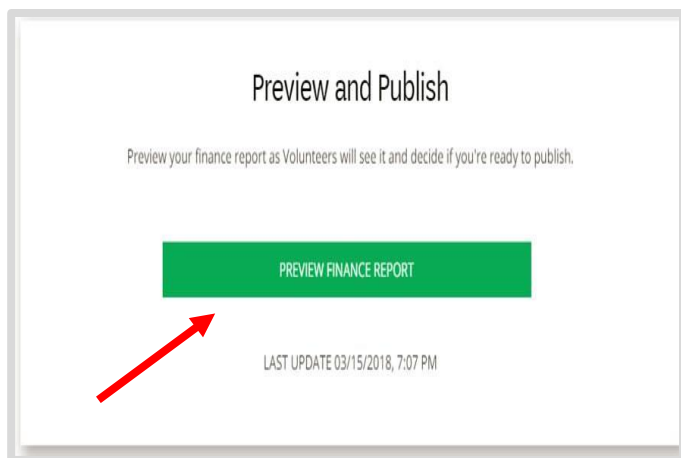
Council Note for all Troops
What is the ending balance on your troop account? What is the long range plans for this balance?

[Your response to the council](#)
Required

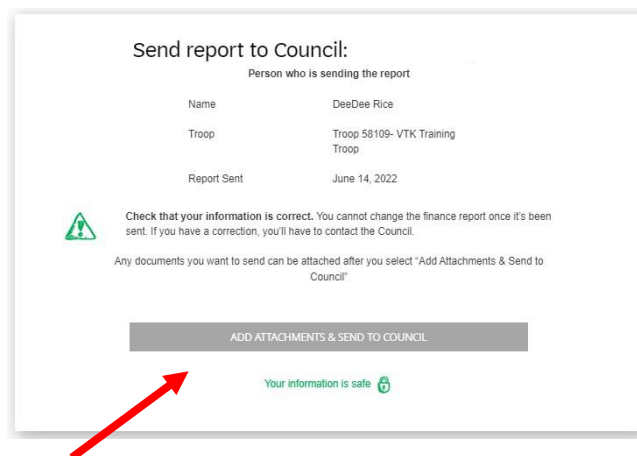
Council Note for all Troops
Do you have a debit card for this troop account? Do you have checks for this troop account?

Step 10: Complete the Council Notes and Questions for Troops Section.

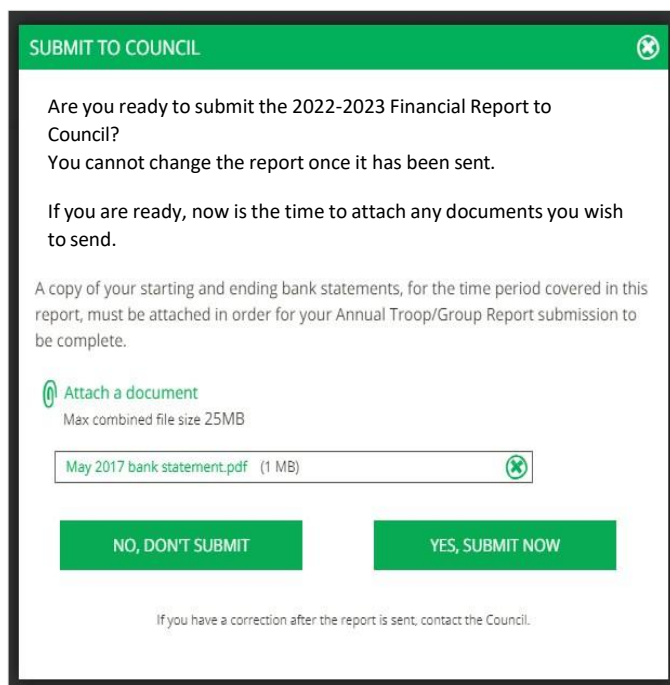
We encourage all leaders to answer all questions since all responses are very helpful to ensure that we are doing our best to support our leaders and provide programming for our girls.



Step 11: Preview your report and check for errors.



Step 12: When you are ready to submit the report you will click on the SEND to COUNCIL button. On the next screen you will be able to attach the supporting documents.

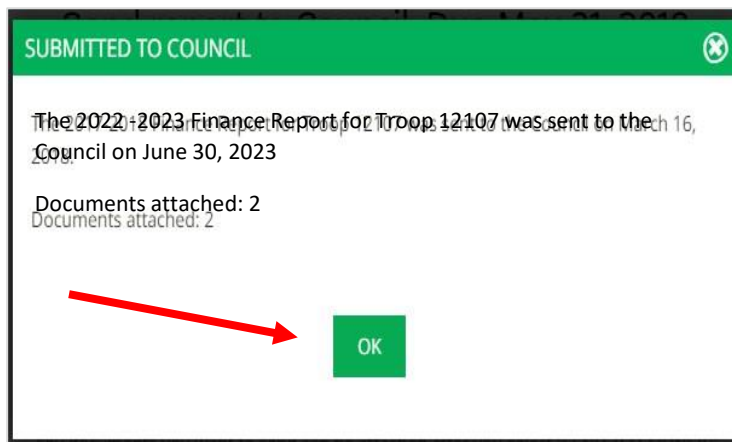


Step 13: After you have clicked to submit your report to council, you will be asked to attach documents to the report. **Our council requires that you submit a copy of your May through April bank statements compressed into a ZIP file.**

They can be scanned and attached as a file. **Your report is not complete until these documents have been attached.**

Step 14 and Final Step: Once you have submitted your report you will see a confirmation screen. Click **OK** to complete and continue.

Note: We will not receive your report until this last step has been completed.



Congratulations, you are all done...and thank you!