



Girl Scouts of South Carolina – Mountains to Midlands, Inc.

# Annual Troop Financial Report

Girl Scouts®

*Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*

## REPORT DUE ON JUNE 15

Complete and submit with a copy of the troop's most recent bank statement with all outstanding deposits and withdrawals listed. Send to your Community Development Manager at your Service Center.

Troop \_\_\_\_\_ Membership Grade Level: **D B J C S A** Service Unit # \_\_\_\_\_

Number of girls registered with the troop \_\_\_\_\_ Number active at time of report \_\_\_\_\_

Leader \_\_\_\_\_ Email \_\_\_\_\_

Phone (day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Troop Bank Account Information Bank \_\_\_\_\_ Account # \_\_\_\_\_

Authorized Signers on Account \_\_\_\_\_

Balance from last year's report \$ \_\_\_\_\_

### Income

Beginning Balance \$ \_\_\_\_\_

National Registration Dues \_\_\_\_\_

Fall Product Sale \_\_\_\_\_

Cookie Sale \_\_\_\_\_

Programs/Events \_\_\_\_\_

Trips/Camping \_\_\_\_\_

Troop/Group Dues \_\_\_\_\_

Other Income (list) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Income** \$ \_\_\_\_\_

### Expenses

National Registration Dues \$ \_\_\_\_\_

Fall Product Sale \_\_\_\_\_

Cookie Sale \_\_\_\_\_

Programs/Events \_\_\_\_\_

Trips/Camping \_\_\_\_\_

Pins, Badges, Patches \_\_\_\_\_

Service Projects/Donations \_\_\_\_\_

Refreshments/Parties \_\_\_\_\_

Troop/Group Equipment (permanent) \_\_\_\_\_

Program Supplies \_\_\_\_\_

Other Expenses (list) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

**Total Income** \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

**Balance on Hand** \$ \_\_\_\_\_

\$ \_\_\_\_\_ is in Troop Petty Cash held by (name) \_\_\_\_\_ and is included in the Balance on Hand.

Our troop plans to use the balance of troop funds for \_\_\_\_\_

**THERE MUST BE AT LEAST TWO ADULTS WHO ARE NOT RELATED TO APPROVE AND SIGN THIS REPORT.**

The information provided above is correct to the best of my knowledge.

Troop Treasurer (signature) \_\_\_\_\_ Date \_\_\_\_\_

Troop Leader (signature) \_\_\_\_\_ Date \_\_\_\_\_

Troop Committee Member (signature) \_\_\_\_\_ Date \_\_\_\_\_

Columbia Service Center  
Greenville Service Center  
Spartanburg Service Center  
Corporate Headquarters

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## Instructions for Completing the Annual Troop Financial Report

According to the policies of Girl Scouts of South Carolina – Mountains to Midlands, every troop must submit their Annual Troop Financial Report annually. Troop/Group leaders will not be reappointed and the troop will not receive troop start-up materials until the report has been submitted.

The Annual Troop Financial Report should reflect all financial transactions of the troop beginning with the date that the last Annual Troop Financial Report was submitted, or when the initial registrations were collected to start a new troop.

**Remember to submit a copy of the troop's most recent bank statement with all outstanding deposits and withdrawals listed.**

The **INCOME** section shows all monies turned in to the troop during the year even if the monies were spent immediately. This includes cash and checks, monies in the bank account or cash on hand.

The **EXPENSES** section shows all monies spent out of the troop treasury whether out of the bank account or from cash on hand.

**Beginning Balance:** INCOME – Completed by troops returning from the previous Girl Scout membership year showing the amount of troop funds carried over from the previous financial report. New troops that formed during this membership year would not have any income in this category.

**National Registration Dues:** INCOME (checks/cash to troop from parents) and EXPENSES (troop check paid to council) for girl and adult Girl Scout registration.

**Troop/Group Dues:** INCOME (from girls) collected for troop dues. You may have income in this category, but no expenses. The expenses will show up under any troop activity and awards (programs, events, service projects, trips, refreshments, equipment, supplies, etc). This category may also include start-up fees that parent may have paid at the beginning of the year.

**Trips/Camping:** INCOME (paid to troops from parents) if necessary to pay for trip/camping and EXPENSES as related to the trip or camping.

**Programs/Events:** INCOME (paid to troop from parents) if necessary to pay for program/event fees and EXPENSES as related to the activities.

**Other:** INCOME from any other source not listed on form and EXPENSES for items not included on the form. Each OTHER income and expense must be listed out.

**Fall Product Sale and Cookie Sale:** INCOME – money deposited into troop account from customers or council bonus check. EXPENSES – troop checks written to Girl Scouts of South Carolina – Mountains to Midlands (does not include customer checks deposited directly to council product sales account).

**Pins, Badges, Patches:** EXPENSES – Awards and recognitions purchased in the council shop (Girlz Gear).

**Service Projects/Donations:** EXPENSES related to service projects and donation from the troop to appropriate organizations.

**Refreshments/Parties:** EXPENSES for troop meeting snacks, parties, ceremonies, etc.

**Troop/Group Equipment:** EXPENSES for permanent troop equipment for activities, meetings and trips.

**Program Supplies:** EXPENSES – Costs associated with troop meetings, crafts, activities, paperwork, etc.