

# Girl Scouts of Western Ohio

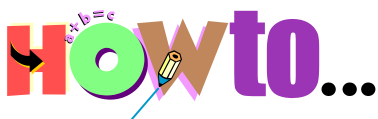
## Troop/Group Financial Report Form Instructions

8/11

The end of year troop financial report is due **June 30**.

### Purpose of the Troop/Group Financial Report Form

Every Girl Scout leader is responsible for the accounting of all troop/group funds. The Troop/Group Financial Report Form is the tool used to report to girls, parents, the service unit and Girl Scout Center how troop funds were managed during the Girl Scout year. Effective management of troop funds models financial responsibility for girls, and helps to communicate to parents the value of the Girl Scout Leadership Experience.



### How to Complete the Troop Group Financial Report Form

The following instructions will help you successfully complete the Troop/Group Financial Report Form. Should you have questions or concerns, please contact your service unit manager, financial consultant, or program consultant. It is highly recommended that this process be completed online at [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org). If that is not an option, please mail the requested documents to your regional Girl Scout Center.

Each line/section of the Troop/Group Financial Report Form is numbered. The following instructions are based on the line items.

**Line 1:** Please indicate the time frame the report covers. Since this form must be completed each year, the time frame should be no more than 1 year. The form is designed to cover June 1–May 31 of each year.

Note: All new troops that start before May 1, of each year are required to submit an INITIAL report. This will be in addition to the end of year report that all troops must submit by June 30.

**Line 2:** This box is asking for service unit and troop information. Please complete every blank in the box.

The next section of the form is broken into four columns: Income, Amount, Expenses and Amount. You will need to record all of the troop's income and expenses in this section.

The following instructions are also broken into the two primary areas: Income and Expenses.



### Income

**Line 3: National Registration Dues:** Please record the amount spent on National Registration Dues (the \$12 that accompanies the girl and adult registration forms turned in to the Service Unit/Girl Scout Center). To calculate this, use the following:

$$\begin{array}{r} \frac{\text{\# of girls in the troop}}{\text{\# of adults in the troop}} \times \frac{\$12}{\text{National Reg. Dues}} = \frac{\text{Total Of National Reg. Dues}}{\text{Total Of National Reg. Dues}^*} \end{array}$$

Add these two totals together and record on Line 3.

\*Does the troop pay for adult registrations? If yes, this should be documented in the expense column.

**Line 4:** **Juliette Low Fund:** This is any money collected or earned to support the Juliette Low World Friendship Fund. For more information about this fund, please visit our website [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org).

**Line 5-8:** **Program Fees:** Record any money that each girl paid to the troop funds to help cover the cost of a troop activity. For example, your troop is going camping and each girl needs to pay \$5 to help cover the expense of the camping trip. This is considered income. There are three categories listed on this form: Events (activities sponsored by the troop, service unit, the Girl Scout Center or a community organization), Trips (any fee related to a troop trip), and Outdoor/Camping (any activities day or overnight that took place at a park, camp, etc.).

**Line 9:** **Troop/Group Dues:** This is any money that the girls pay to the troop funds on a weekly or monthly basis that help support troop activities. Here is a simple way to calculate the amount: (record your total collected on line 9):

$$\frac{\text{Weekly/monthly amount}}{\text{\# of girls in troop}} \times \text{Total collection on weekly/monthly basis} = \text{Total}$$

$$\frac{\text{Total collection on weekly/monthly basis}}{\text{\# of meetings or times dues collected}} \times \text{Total} = \text{Total}$$

**Line 10:** **Fall Product Sale:** This is any money the troop earned on fall product sale. To calculate this, use the following:

$$\frac{\text{\# of items sold}}{\text{Profit for each item}} \times \text{Record total on Line 10} = \text{Record total on Line 10}$$

**Line 11:** **Cookie Sale:** Record any money earned by the girls in your troop through participation in the Cookie Sale. To calculate this, use the following:

$$\frac{\text{Income per box}}{\text{\# of boxes sold}} \times \text{Record total on Line 11} = \text{Record total on Line 11}$$

Your troop cookie sale manager will have this information.

**Line 12-16:** **Other Money Earning Projects:** Record any other earnings beyond the fall product sale and cookie sale. This may be from bake sales, car washes, etc., any extra money earning projects that the troop initiated. Please list (individually) the money earning projects on lines 13–16, and total their amounts in the column on the right.

**Line 17-18:** **Other Income:** Record on the lines provided any other income for the troop not listed above. Please list the source of the income on the lines provided, and total the amount to the column on the right.

**Line 19:** **Total:** Add Lines 3–18. This is your total troop income.



## Expenses

**Line 3:** **National Registration Dues:** Document the amount of all girl and adult registration dues. Does your troop pay for any adult or girl registrations? If yes, this must be reflected in your expenses and your expenses will be greater than your income for this item.

**Line 4:** **Juliette Low Fund:** This is any money collected or earned, and donated to the Juliette World Friendship Fund. Line 4 of both the income and expense columns should be the same amount. For more information about the Juliette Low World Friendship Fund, please visit our website [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org).

**Line 5-8:** **Program Activity Fees:** Please record any money spent on fees for program activities. There are three categories: Events (activities planned by the troop, service unit, Girl Scout Center, or community group), Trips (any expenses related to a troop trip), and Outdoor/Camping (any activities one day or overnight that took place in a park, camp, etc.). Use the space provided to document for each of these categories.

- Line 9-11: Supplies:** Supplies are any items needed for implementation of the Girl Scout Leadership Experience within the troop. Record any money spent on supply items. Items may include: paper, pencils, notebooks, program materials, first aid kit items, etc. There are two categories: general troop (pens, pencils and supplies for daily troop function) and program (supplies specific to an activity or program). Break out your expenses into these two categories. Please note that leaders or adult support should not be paying for these items.
- Line 12: Service Projects:** Record any expenses related to service projects done by the troop. Consider any materials purchased to implement a service project.
- Line 13: Earned Recognitions:** Earned recognitions are badges, patches, pins, etc., that the troop purchased to recognize the accomplishments of the girls. Record the total spent on these items.
- Line 14-18: Other:** Document any expenses of the troop that have not been recorded. Please list the expenses on the lines provided, and the total in the column on the right.
- Line 19: Total:** Add lines 3-18. This is the total of expenses for your troop.
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- Line 20: Beginning Balance:** Record the beginning balance of the troop bank account for the year. (see previous year's end of year financial report)
- Line 21: Income:** Record the income for the troop (Line 19 under the income column in the above section).
- Line 22: Total Income:** Total Lines 20 and 21. This is your total income for the troop year.
- Line 23: Expenses:** Record the total expenses (from Line 19 under the expenses column in the above section).
- Line 24: Ending Balance:** Subtract Line 23 from Line 22. The total is the ending balance.
- Line 25: Signatures on the Account:** Your troop bank account must have **two** appointed and registered adults as signers on the account. List their names in this section (please print). For more information about a troop bank account, please see the *Managing Group Finances* section of *Volunteer Essentials*.
- Line 26: Bank Account Information:** Please give us information on where your troop bank account is located and **email the most current troop bank statement as stated in the instructions in line 28**. Troops carrying a balance from one calendar year to another should outline specific details for proposed usage and submit with financial report. **This information must be completed.**
- Line 27: Financial Records:** Record where your financial records are kept.
- Line 28: Signature:** The person who has completed this report must sign and date the report on this line.



## You have completed the Troop/Group Financial Report!

If completing online, please print a copy of your report BEFORE you submit.

### A few things to remember:

- Troop financial record keeping may be delegated to a **registered** assistant leader, troop helper, or if you have older girls, the girls in the troop.
- Girls, parents and guardians have a right to see this information at any time.
- If **troop leadership changes** at any time during the year, the outgoing leader must file a Troop/Group Financial Report on his/her date of departure. The new troop leader is responsible for filing a Troop/Group Financial Report for the remainder of the year.

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