

Annual Troop Finance Report 2022-2023

Troop Number _____

The Annual Troop Finance Report (ATFR) is due June 30, 2023. All Girl Scouts of Western Washington (GSWW) troops formed prior to June 30 are required to complete an ATFR. To complete the ATFR, reference your June 2022 - May 2023 bank statements. Follow the links below for related resources:

- [Annual Troop Finance Report Submission Instructions](#)
- [Annual Troop Finance Report Hot Sheet](#)
- [Annual Troop Finance Report EXAMPLE for Troops with NO Bank Account](#)
- [Troop Detailed Cash Record under ATFR Tab](#)

Income

If there is no value for an item, write 0 in the field.

Troop or Group Dues

Financial Assistance
Received by member from GSWW _____

Fall Product Net Proceeds
From Trophy Nut _____

Cookie Program Net Proceeds
From eBudde _____

Gross Income
From Troop Money-Earning Activities _____

Other Income
If Other Income, please describe below
and/or attach documents. _____

Total Income _____

Other Income description (if applicable):

Expenses

If there is no value for an item, write 0 in the field.

Program and Event Fees _____
Paid to GSWW

Camp Fees _____
Paid to GSWW

Membership or Renewal Fees _____
Paid to GSWW

Programs and Events Fees _____
NOT paid to GSWW
(ex: field trips, service unit events, etc.)

Food and Beverage _____

Troop or Group
Supplies/Equipment _____

Community Service Projects _____

Donations _____
To other organizations

Bank Charges & Fees _____
Including credit/debit processing fees
(ex. Square, PayPal) not reimbursed by
council related to cookie sales.

Other Expenses _____
If Other Expenses, please describe
below and/or attach documents.

Total Expenses _____

Other Expenses description (if applicable)

Financial Summary 2022-2023

Starting Balance* _____
Income _____
Expenses _____
Ending Balance** _____

*Match starting balance to your 2022 ATFR ending balance.

**Match this year's ending balance to your May 2023 bank statement.

As a routine process of auditing GSWW bank accounts, we may contact you for additional information. Please keep all bank statements, financial documents, and receipts for 4 years.

Bank Information (required)

Bank Name _____

Branch Name _____

Last 4 of Account Number _____

Signers on Checking Account

First and Last Name Signer 1 _____

First and Last Name Signer 2 _____

First and Last Name Signer 3 _____

Troop Service Unit Number _____

Council Notes and Questions for Troop

What is the status of your troop for the next membership year?

- Returning
- Merging with another troop
- Disbanding
- Not Sure

Finance report start date (June 1, 2022 or different if new troop): _____

Last bank statement date (May 2023 or different if disbanding): _____

Balance as of last bank statement (May 2023 statement unless your troop is disbanding, then use your last bank statement): _____

If disbanding, date you will go into the bank to close your bank account (just enter N/A if not disbanding): _____

Describe how and when the remaining balance will be used:

List all non-GSWW gifts/donations received and the donors' name:

Cash held outside of bank account: _____

Best way to contact you: _____

Your name: _____

If your ATFR computed ending balance does not match your May 2023 bank statement ending balance, please explain discrepancy. If your ATFR ending balance does match, enter N/A _____

Please email completed report and attachments to customercare@girlscoutsww.org or mail to Girl Scouts of Western Washington:

ATTN: Customer Care
5601 6th Ave. S., Suite 150
Seattle, WA 98108