

Girl Scouts of Western Washington
2009-10 ANNUAL TROOP FINANCE REPORT
GUIDELINES

Purpose: The Annual Troop Finance Report is a form used to hold troops' accountable for financial reporting. Girl Scouts of Western Washington holds all adult bank account signers responsible for maintaining good accounting standards and practices. This form is a tool used to confirm bank account responsibility and itemize account activity by providing GSWW with information that can be used in troop financial record audit. The form will allow GSWW to review troop size as well as all income and expense flow per account on an annual basis. It also gives service unit volunteers and staff information on which troops are not planning to continue the following year.

The Annual Troop Finance Report will be in each troop's annual Membership Renewal Packet, provided at the service unit level. Troops should receive their packet by **May 1st**.

Procedures:

- ◆ **Troop Leaders:**
 - ❑ Please print clearly and attach a copy of your last bank statement. You can write on the back or attach a separate piece of paper where the form asks for an explanation on your ending balance.
 - ❑ Send all materials to your Service Unit Manager or their designee by **June 16th**.

- ◆ **Service Unit Managers:**
 - ❑ If a troop leader has requested a troop bank account closure, please do not forget to sign your approval *in the square box*.
 - ❑ Review all materials, sign the bottom of the form and then forward them to your Area Manager or Regional Director by **June 30th**.

- ◆ **Area Managers:** Review and forward all materials to the Banking Coordinator in the Seattle Administrative Office by **July 31st**.

Form Location:

The Annual Troop Finance Report can be requested or obtain a number of ways:

- ❖ GSWW web site: <http://www.girlscoutsww.org/programs/forms>.

- ❖ A Local Regional Office

- ❖ Mail, email or call Racquel Wardlow, Banking Coordinator
Girl Scouts of Western Washington
P.O. Box 900961
Seattle, WA 98109
206-267-1867 or 800-767-6845 ext. 323
rwardlow@girlscoutsww.org