

ANNUAL TROOP FINANCE REPORT 2010

This report is due to your Service Unit Manager by **June 16th**.

Attach a copy of the most recent bank statement.

Attach copies of any additional forms you used to track your troops' expenses.

Name of Special Interest Group

OR

Troop#	Service Unit	Grade Level	K - 1 Daisy	2 - 3 Brownie	4 - 5 Junior	6 - 8 Cadette	9 - 10 Senior	11 - 12 Ambassador
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Total Number of Registered Members								
GIRLS	+	ADULTS	=	TOTAL				

TROOP DUES

Amount of dues requested per person

check all that apply.

<input type="checkbox"/> Dues Requested WEEKLY	\$ _____
<input type="checkbox"/> Dues Requested MONTHLY	\$ _____
<input type="checkbox"/> Dues Requested ANNUALLY	\$ _____

PLEASE CLOSE MY TROOP'S BANK OF AMERICA ACCOUNT. (troops banking with other institutions should contact their local Area Manager.)

October 1st.

Before October 1st. ___/___/10 *Action Date*

I will have verified all the troop's outstanding checks have cleared my troop's bank account and the bank account balance is final. Upon closure, the account balance will be forwarded to the Girl Scout Financial Assistance Fund.

Troop Leader's Approved _____
 Service Unit Manager Approved _____
 Troop Leaders Follow-up Phone Number/Email _____

Person completing form (Print Name)	Date
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Troop Leader Signature	Date
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Service Unit Manager Signature	Date
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INCOME

Balance Carried Forward	\$ _____
GSUSA Membership Fees	\$ _____
Dues Collected	\$ _____
Cookies	\$ _____
Fall Product	\$ _____
Troop Money Earning	\$ _____
Financial Assistance (Troop dues and Program costs received by check)	\$ _____
Event Fees Paid by Parents	\$ _____
Other Income (Please List)...	\$ _____
TOTAL INCOME	\$ _____

EXPENSES

Troop Supplies	\$ _____
Activities/Trips/Camping	\$ _____
Pins, Badges, Patches	\$ _____
GSUSA Membership Fees	\$ _____
Other Expenses (Please list)...	\$ _____
TOTAL EXPENSES	\$ _____
ENDING BALANCE	\$ _____

Total Income minus Total Expenses is your Ending Balance

Financial Assistance received from the Council to support troop dues, events, insignia, etc. should not include GSUSA membership fees.

Please indicate your spending plans for the Ending Balance on the back of this report.

If troop bank statement and ending balance differ, please explain on the back of this report:

Retain receipts, deposit slips, cancelled checks, and other financial records for the life of the troop or a minimum of two years.

Troop Leader: Send this report to your Service Unit Manager by **June 16th**. Keep a copy for your files.

Service Unit Manager: Forward to your Area Manager by **June 30th**.

Area Manager: Forward to the Banking Coordinator

