



Annual Troop Finance Report 2020-2021

Troop Number _____

Please use your May 2021 bank statement. The Annual Troop Finance Report is due June 30, 2021. Please follow the links below for related resources.

- <https://www.girlscoutsww.org/ATFR>
- <https://calculator.com/standard-tape/>
- <https://www.girlscoutsww.org/en/for-volunteers/resources/money-earning---troop-banking.html>

For assistance, please contact Customer Care at customer care@girlscoutsww.org or 1(800) 541-9852.

Income

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

Troop or Group Dues _____

Financial Assistance
Received by member from
Girl Scouts of Western Washington _____

Fall Product Net Proceeds
From Trophy Nut _____

Cookie Program Net Proceeds
From eBudde _____

Gross Income
From Troop Money-Earning Activities _____

Other Income
If adding other income, please describe
below and/or attach document. _____

Total Income _____

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



Expenses

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

Program and Event Fees
Paid to Girl Scouts of Western Washington. _____

Camp Fees
Paid to Girl Scouts of Western Washington. _____

Membership or Renewal Fees
Paid to Girl Scouts of Western Washington. _____

Programs and Events Fees
NOT Paid to Girl Scouts of Western Washington
(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 product sales. _____

Other Expenses
If adding other expenses, please describe below and/or attach document. _____

Total Expenses _____

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



Financial Summary 2020-2021

*Starting Balance _____
Income _____
Expenses _____
Ending Balance _____

*Starting balance should match last year’s Annual Troop Finance Report (ATFR) ending balance. Troops formed after May 1, 2020 should have a starting balance of \$0.

As a routine process of auditing Girl Scout troop bank accounts, we may be contact you for additional information. Please keep all bank statements and/or receipts at least 4 years after submitting your troop finance report.

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?
 - o Returning
 - o Merge with another troop
 - o Disbanding
 - o Not Sure

- Finance Report Start Date (last year's ending report date) _____
- Last Bank Statement Date _____
- Balance as of Last Bank Statement (should be your May 2021 statement unless troop is disbanding then use your last bank statement) _____
- If disbanding, date to close bank account (just enter N/A if not disbanding) _____
- Describe how and when the remaining balance will be used. _____



- List all gifts/donations received and the donors' name. _____
- Cash Held Outside of Bank Account. _____
- Best way to contact you _____
- Your Name _____

Please email completed report and attachments to Customercare@girlscoutsww.org or mail to

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