



Annual Troop Finance Report 2023–2024

Troop Number _____ Troop Service Unit Number _____ Disbanding (circle if yes)

The Annual Troop Finance Report (ATFR) is due **June 30, 2024**, for all troops formed prior to June 30, 2024. Refer to your June 2023–May 2024 bank statements to complete the report. Find related resources below.

- [Volunteer Toolkit \(VTK\) Submission Instructions for the ATFR](#)
- [ATFR Hot Sheet](#)
- [ATFR EXAMPLE for Troops with NO Bank Account](#)
- [Troop Detailed Cash Record](#)

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
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 _____

Program and Event Fees
NOT paid to GSWW (e.g.: trips, SU events) _____

Food and Beverage _____

Supplies/Equipment _____

Community Service Projects _____

Donations
To other organizations _____

Bank Charges & Fees
(e.g. Square, PayPal) _____

Other Expenses
Describe below and/or attach documents _____

Total Expenses _____

Other Expenses description (if applicable)



Financial Summary 2023–2024

Starting Balance* (amount on June 1, 2023, or \$0 if new troop) _____
Total Income _____
Total Expenses _____
Ending Balance** (amount on May 31, 2024, or date the troop disbanded) _____

*Starting balance should match your 2022–2023 ATFR ending balance.
**Ending balance should match your May 2024 bank statement ending balance.

As part of our routine auditing process of Girl Scouts of Western Washington Volunteer-Led bank accounts, we may request additional information. Please retain all bank statements, financial documents, and receipts for 4 years.

Bank Information

Bank Name _____ Branch Name _____ Last 4 of Acct # _____

Signers on Bank Account

Signer 1 First and Last Name _____ Active? Yes or No (circle one)
Signer 2 First and Last Name _____ Active? Yes or No (circle one)
Signer 3 First and Last Name _____ Active? Yes or No (circle one)

Additional Questions (enter N/A if not applicable)

- What is the status of your troop for the next membership year (**circle one**)?
 - o Returning
 - o Merge with another troop
 - o Disbanding
 - o Not Sure

- Signer completing this ATFR _____ Preferred contact method _____
- Finance Report Start Date (June 1, 2023, or different if new troop) _____
- Last Bank Statement Date (May 2024 or different if disbanding) _____
- Balance as of Last Bank Statement (May 2024 statement unless your troop is disbanding, then use your last bank statement) _____
- Cash on Hand (outside of bank account) _____

For assistance, contact our customer care team at customercare@girlscoutsww.org or 1(800) 541-9852.



- List all non-GSWW gifts/donations received and the donors' names.

- Describe in detail how and when the remaining balance will be used.

- If your troop's ATFR ending balance deviates from the ending balance on your May 2024 bank statement, kindly provide an explanation for the variance.

- If disbanding, specify the date you plan to visit the bank to close bank account (**allow 30 days after submitting the Disbanding Report and Disbanding ATFR**) _____

You must submit additional information with your ATFR if:

- Your troop has an extreme variance (\$500 or more), send your Detailed Cash Record and documentation showing income and expenses.
- Your troop banks outside of Key Bank or Umpqua, you **must** attach a full ATFR years' worth (June 1–May 31) of bank statements.

Email completed ATFR and attachments to customercare@girlscoutsww.org or mail to:

GSWW

ATTN: Customer Care

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