

GIRL SCOUTS – HOMESTEAD COUNCIL
ANNUAL FINANCE REPORT
September 15, 20_____ through May 31, 20_____

Girl Scout Councils are required by GSUSA to maintain records of troop funds. These are maintained and kept on file at the Girl Scout Resource Center per Homestead Council policy.

Troop funds are:

- The property of Girl Scouts-Homestead Council
- To be used for purposes consistent with Girl Scouting principles
- To be maintained in a Girl Scout bank account
- To be recorded on this report form annually

Failure to comply is a violation of Girl Scout policy and may deem your removal as a troop leader.

Helpful steps for completing this form:

Section A: To be filled out at the beginning of your meeting year. Tear off pink copy and turn in with your registration packet along with a copy of the most recent bank statement. **Keep** the yellow and white copies for the remainder of the year.

Section B: To be filled out at the end of your meeting year. Tear off white copy and turn into your Service Unit manager by **June 1** along with a copy of the most recent bank statement. **Keep** the yellow copy for your troop records.

Section C: **(on back side of white copy)** Keep a running balance, as you do in your check book, throughout the year on the back side of the white form. You may use a computer spreadsheet to do this and attach a printout. This will make it very easy to fill in Section B at the end of your meeting year.

SECTION A:

Service Unit #6 _____ **Grade Level:** K-1 1st-3rd 3th-6th 6th-12th

Troop #: _____ **# of Girls in Trp.:** _____ **Bank Acct: #** _____

Bank Name: _____ **Balance \$:** _____ **Date:** _____

Address: _____ **City/Zip:** _____

Signers on the account: Two signatures of troop volunteers currently **registered** as Girl Scout members plus the Executive Director of the Council.

Name: _____ **Phone:** _____ **Email:** _____

Name: _____ **Phone:** _____ **Email:** _____

Name: _____ **Phone:** _____ **Email:** _____

SECTION B:

Troop Income:		Troop Expenses:	
Beginning Balance		Troop Registration Fees	
Troop Dues Collected		Juliette Low World Friendship Fund Donation	
Nut Sale Profit		Service Project expenses	
Cookie Sale Profit		Program Registration Fees	
Cookie Sale Bonus		Badges, pins, uniform	
Other Misc. Income		Copies and postage	
		Activity Supplies/Expenses	
		Other expenses	
Total Income		Total Expenses	

_____ **Ending Balance:** _____ **Date:** _____

Troop Leader Signature

