Girl Scouts of Gulfcoast Florida, Inc.

FINANCIAL REPORT

(Due to headquarters by December 15th & June 1st)

girl scouts of gulfcoast florida

The Financial Report is kept by the treasurer, and is a detailed account of all the cash received (e.g. product sale proceeds, and troop dues) or paid out of the troop treasury (e.g. snacks, patches, equipment, transportation costs, and payment of membership dues). Please be prepared to produce receipts, cancelled checks, bank statements, and any other back-up documents for the report. Receipts need to be available for one (1) calendar year.

Grade level: ❑ K-1 (Daisy) ❑ 2-3 (Brownie) ❑ 4-5 (Junior) ❑ 6-8 (Cadette) ❑ 9-10 (Senior) ❑ 11-12 (Ambassador)

Troop # _____ Number of girls in troop _____ Service unit _____

Leader's Name _____ Phone # _____ Email _____

Address _____

Income

I - 1 --------Annual GSUSA Membership Registration
I - 2 --------Dues (amount collected)
I - 3 --------Individual Donation (specify source)
I - 4 --------Fall Product Sale Program
I - 5 --------Family Partnership Campaign
I - 6 --------Cookie Program
I - 7 --------Juliette Low Fund
I - 8 --------Program Fees (if collected in addtion to dues, specify)
I - 9 --------Money Earning Project (Juniors, and girls 11-17 only, specify)
I -10--------Other Income (specify source)

Expenses

E - 1 -------Annual GSUSA Membership Registration
E - 2 -------Recognitions (Try-Its, badges, patches, pins, etc.)
E - 3 -------Events (specity each)
E - 4 -------Permanent Supplies (e.g. flags, camping equipment)
E - 5 -------Program Supplies (craft supplies, etc.)
E - 6 -------Juliette Low Fund
E - 7 -------Service Projects (specify each)
E - 8 -------ACH for Cookie payment

Excel, Quicken, or any other format is accepted. This template is provided as a guide.

Date	Item	Category	Income "I"	Expense "E"	Balance
8/24/14	Ending balance of previous year $150				150
8/24/14	Walmart - Thinking Day craft supplies	E - 5		26.50	123.50
10/11/14	Dues	I - 2	15.00		138.50
	Ending balance of previous year $				

Sample

PLEASE RETAIN A COPY FOR YOUR RECORDS

Troop # _____ **FINANCE REPORT** Year _____

Date	Item	Category	Income "I"	Expense "E"	Balance
	End of Year Balance (Total income - Expenses)				

"Balance" includes bank balances as well as bills and coins.

If balance exceeds $1000.00, please explain what funds will be used for and when (must be used before October 1st).

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★ **Troops are encouraged to spend troop funds in the year earned. Troops may carry over balance to offset next year's expenditures or for long range program goals.**

★ **<u>All troops must submit an annual troop financial report</u>.**

Signature of Troop Leader _____ Date _____

Signature of Troop Treasurer _____ Date _____

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United Way