Girl Scouts of Gulfcoast Florida, Inc.

FINANCIAL REPORT

(Due to headquarters by December 15 & June 1)

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. You will be notified if these need to be presented.

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	**Expenses**
I-1 ---------- Annual GSUSA Membership Registration	E-1 --------- Annual GSUSA Membership Registration
I-2 ---------- Dues (amount collected)	E-2 --------- Recognitions (awards, badges, patches, pins, etc.)
I-3 ---------- Individual Donation (specify source)	E-3 --------- Events (specity each)
I-4 ---------- Mags & Munchies Program	E-4 --------- Permanent Supplies (e.g. flags, camping equipment)
I-6 ---------- Cookie Program	E-5 --------- Program Supplies (craft supplies, etc.)
I-7 ---------- Juliette Low Fund	E-6 --------- Juliette Low Fund
I-8 ---------- Program Fees (if collected in addtion to dues, specify)	E-7 --------- Service Projects (specify each)
I-9 ---------- Money Earning Project (Juniors, and girls 11-17 only, specify)	E-8 --------- ACH for Cookie payment
I-10 -------- Other Income (specify source)	E-9 --------- ACH for Mags & Munchies payment

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

Date	Item	Category	Income "I"	Expense "E"	Balance
8/24/19	Ending balance of previous year $150				150
8/24/19	Walmart - Thinking Day craft supplies	E-5		26.50	123.50
10/11/19	Dues	I-2	15.00		138.50
	Ending balance of previous year $				

Sample

PLEASE RETAIN A COPY FOR YOUR RECORDS

Troop # _____ **FINANCE REPORT** Membership Year _____

Date	Item	Category	Income "I"	Expense "E"	Balance
	End of Year Balance (Total Income minus 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 1).

_____

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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