



Troop/Group Finance Report

Do not e-mail or fax this form because it includes your sensitive personal information.

Troop Leader	Troop #	# of Girls	# of Adults	Service Unit Name or #
Program Level (check all boxes that apply) <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A				
Will troop be continuing next year? <input type="checkbox"/> Yes <input type="checkbox"/> Undecided <input type="checkbox"/> No (If no, attach Disbanded Troop Form and contact FE)				
Does your troop have a debit card? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Due by June 30, 2014 or when troop disbands, or upon change of leadership. See Troop/ Group Finance Report Instructions regarding listing income and expenses. Make two copies of completed form. One stays with troop/group as a record of account for girls, parents. One copy PLUS latest troop bank statement go to Service Unit Treasurer, if there is no SUT, please submit to SUM.

Name of Financial Institution	Account #
Account type: <input type="checkbox"/> Checking	
Names of Authorized Signers:	
Signer #1	
Signer #2	
Signer #3	
If troop/group account has not been established, troop/group cash is in the custody of:	
Name	Telephone #
Address	City / Zip
Individual completing Troop/Group Finance Report:	
Name	Telephone #
Address	City / Zip
E-mail	
Record of Donations Received (Monetary & In-Kind)	
If you have additional donations, please include on a separate piece of paper.	
Date	Name Telephone #
Donation Description	Monetary Value
<input type="checkbox"/> Reported to GSHNJ	
If the troop/group's ending balance is more than \$500 what are the girls' plans for the use of these funds?	
We certify that the above is an accurate statement of income and expenses for the year. (Two signatures required)	
Print Troop Treasurer Name	Signature Date
Print Troop Leader (or 2nd Adult) Name	Signature Date

Troop/Group Income/Expense Statement

A—Ending Balance from prior year	\$ _____
Current Year Income (June 1, 2013—May 31, 2014)	
1. Adult & Girl Registration Fee	\$ _____
2. Troop Dues	\$ _____
3. Fall Sale Profit (must match product sales reports)	\$ _____
4. Cookie Sale Profit (must match product sales reports)	\$ _____
Fees Collected for Events/Activities	\$ _____
Other Money-Earning Activities:	\$ _____
_____	\$ _____
_____	\$ _____
Miscellaneous Income (Specify)	\$ _____
B—Total Income	\$ _____
C—Grand Total (A + B)	\$ _____
Expenses (June 1, 2013—May 31, 2014)	
1. Adult and Girl Registration Fee	\$ _____
2. Activity and Event expenses	\$ _____
3. Troop/Group Supplies	\$ _____
4. Service Projects	\$ _____
5. Awards and Recognitions	\$ _____
6. Room or Space Rentals	\$ _____
7. Other Miscellaneous Expenses (Specify)	\$ _____
_____	\$ _____
D—Total Expenses	\$ _____
E—Ending Balance (C—D = E)	\$ _____
Reconciliation of Funds/Account(s)	
Total Balance on Last Bank Statement	\$ _____
Total Outstanding Deposits	+ _____
Total Outstanding Checks	- _____
Grand Total (should equal line "E")	\$ _____