



GSSWT

Finance Report Guide

How to Prepare and Submit Your Finance Report

August 2023

Finance Reports – Why?

The Finance Report serves two purposes:

1. *To ensure GSSWT's compliance with IRS regulations*
2. *To provide transparency to all troop and Community members regarding recent income and expenses*

Girl Scouts of Southwest Texas (GSSWT) is a 501(c)(3) non-profit organization. As a non-profit, we are required to report all bank accounts and assets to the IRS.



Because all troop/Community accounts are opened under the GSSWT tax ID number, GSSWT is responsible for oversight and reporting of these accounts.

To assist in this process, troops and Communities are required to complete a Finance Report for the troop/ Community bank account **every six months.**



If your troop/Community has a bank account at any time during the reporting period, you are required to submit a finance report, whether or not there was activity on the account.



Money Managers must ensure that Finance Reports are available for review to troops, Communities, GSSWT staff members, and girls' caregivers upon request.

These reports will remain on file at the Sally Cheever Girl Scout Leadership Center for five years after submission to GSSWT.

Finance Reports – When?

Finance Reports are due twice a year:

December 15 and June 15

If the due date does not fall on a normal workday, report is due the next business day.

December 15 report details
the period of
June 1 through November 30



June 15 report details
the period of
December 1 through May 31

The reporting period ends on the last day of the last bank statement in the period (Nov 30 or May 31).

Do not report partial months.

Finance Reports – How?

You will need to have access to Microsoft® Excel to complete the Finance Report.

For your convenience, computers with this application are available for your use at the Sally Cheever Girl Scout Leadership Center.

If you have not used Excel before, and would like a brief tutorial, please send an email request to customercare@girlscouts-swtx.org, attention: Finance

You can download the [Finance Report Spreadsheet](#) from the GSSWT website (*Forms and Documents>Advanced Search>Finance*).

The workbook is updated periodically, to stay current with changing requirements and procedures.

Be sure to download the most recent version of the workbook each time you prepare a report.

All Finance Report submissions need four things:

1. The completed, printed and signed Finance Report Cover Sheet(s)
2. The Finance Report Excel workbook “Income” and “Expenses” tabs
(If emailing, you can send the entire saved workbook.)
3. Copies of bank statements from **each month of the reporting period**

**Printouts of bank transactions are not accepted.
Please send a copy of the *actual bank statement*.**

4. Copies of all receipts for the reporting period
Do not send original receipts

There are three sections (tabs)
to your Excel workbook:

Tab 1: Income

Tab 2: Expenses

Tab 3: Finance Report Cover Sheet

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2

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Income

Expenses

Finance Report Cover Sheet

The following pages will describe
the function of each tab.

1. "Income" Tab:

This tab is to record the *deposits* into your Community/troop account.

All Community/troop income must be deposited into the Community/troop bank account. Your income sheet should show only the deposits made into your bank account during the reporting period. If the money was not deposited into your account during the reporting period, it should not appear on your income sheet.

1. Click on the "Income" tab and begin by entering your troop number and/or Community name in the first row in the green shaded cells. **When you enter the troop number and Community name here, they will automatically carry over to the *Expenses and Finance Report Cover Sheet* tabs.** If the report is for a Community, and there is no troop number, fill in only the Community name:

	A	B	C	D	E	F	G	H
1	INCOME FOR TROOP #:			8888	COMMUNITY NAME:		Z	
	Date	Opening Bank	GSUSA Registration Dues	Group Dues Collected	Pins, Badges, Insignia,	Donations Received*	Program Fees	Field Trip Income



“Income” Tab:

- Next, enter the *beginning bank balance from the first bank statement for the reporting period* in Row 3, Column B (green cell). Date should be either June 1 or December 1.
- Using your bank statements, fill in the rest of this sheet by entering the date and amount deposited under the proper category in each row.

	A	B	
1	INCOME FOR TRQ		
	Date	Opening Bank Balance	Regi
2			Col
3			

Make a separate entry for each item, as it appears on your statement.

You may insert additional rows, if necessary (see page 13). If adding rows, do not insert new rows near the top or near the bottom of the sheet, as this may interfere with the calculation formulas.

- After entering all income, **scroll to the bottom of the “Income” sheet.** At the bottom, following the activity input rows, enter the *ending bank balance from the last bank statement of the reporting period*. Finally, enter the amount of "undeposited cash" in the appropriate cell. **Undeposited cash should not exceed \$25.00.**

Ending balance on LAST bank statement:	
UNDEPOSITED CASH at end of reporting period:	

"Income" Tab:

INCOME FOR TROOP #:		8888		COMMUNITY NAME:		Z		→→→→		<<Be sure to enter ending bank balance at bottom of this sheet>>		
Date	Opening Bank Balance	GSUSA Registration Dues Collected	Group Dues Collected	Badges, Uniforms, etc.	Donations Received*	Program Fees Collected	Field Trip Income	Fall Product Income	Cookie Program Income	Other Money Earning Projects	Other Income	Notes and Comments
12/1/2018	562.54											
12/1/2018				\$85.00								
12/15/2019			\$20.00									
1/5/2019						\$150.00						
1/21/2019			\$20.00									
2/4/2019					\$200.00				\$1,420.00			
2/11/2019			0.00						\$1,760.00			
2/18/2019							\$380.00		\$2,020.00			
2/25/2019									\$1,544.00			
3/4/2019		\$200.00	\$20.00						\$1,268.00			
3/11/2019									\$1,508.00			
3/13/2019		\$200.00										
3/20/2019			\$20.00									
3/27/2019						\$150.00						
4/6/2019											\$27.00	refund from Wal Mart
4/24/2019			\$20.00				\$50.00					
4/30/2019												
5/4/2019										\$237.00		car wash
5/22/2019			\$20.00									
5/25/2019					\$175.00							
TOTALS	\$562.54	\$400.00	\$140.00	\$85.00	\$375.00	\$300.00	\$430.00	\$0.00	\$9,520.00	\$237.00	\$27.00	

Ending balance on LAST bank statement:	\$2,477.52
UNDEPOSITED CASH at end of reporting period:	\$0.00

*Donations made directly to troops ARE NOT tax deductible.
To receive a tax deduction, donor must make donation to GSSWT, who will forward the donation to the troop.

Income
Expenses
Finance Report Cover Sheet



2. "Expenses" Tab:

The troop number and Community name in the first row will automatically carry over from your entry on the Income Tab.

The "Expenses" tab records the debits from your Community/troop bank account.

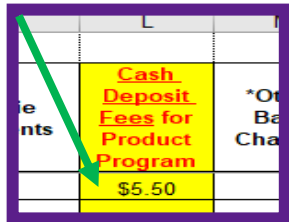
Your expense sheet should reflect only the money paid out of your bank account during the reporting period.

If the money was not paid from your account during the reporting period, it should not appear on your expense sheet.

Remember that cash withdrawals and electronic transfers (except those initiated by GSSWT) are not permitted from Community/troop accounts.

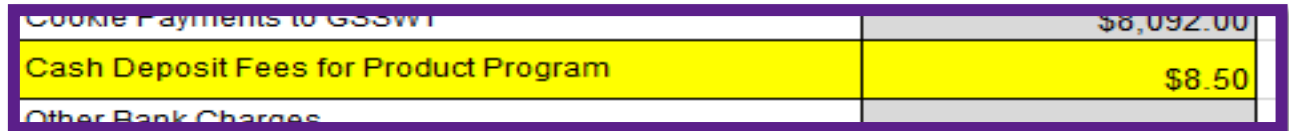
1. Click on the "Expenses" tab. **Using your bank statements**, enter all expenses for the Community/troop during the reporting period, as they appear on your bank statement, by entering the date and amount paid under the proper category in each row.
2. **Make a separate entry for each item.** You may insert rows if necessary (see page 13).
3. If your bank has charged a "Cash Deposit Fee" or "Cash Processing Fee" for your *product program deposits*, be sure to enter this fee in the correct column, so that it will display correctly on the cover sheet. *The fee must appear in the correct section of the cover sheet to be flagged for reimbursement:*

Enter fee HERE on the "Expenses" tab



	Cash Deposit Fees for Product Program	
	\$5.50	

Fee needs to appear in this section of the Cover Page to be flagged for reimbursement.



Cookie Payments to GSSWT	\$8,092.00
Cash Deposit Fees for Product Program	\$8.50
Other Bank Charges	

"Expenses" Tab:

EXPENSES FOR TROOP #: 8888		COMMUNITY NAME: Z												
Date	GSUSA Membership Registration Fees Paid	Pins, Badges, Insignia, other Uniform items Purchased	Meeting Supplies, crafts/food/ beverage	Group Supplies	Program fees paid on behalf of members (camping fees, council event fees, etc.)	Field Trip Expenses	Community Service Project Expenses	Charitable Contributions	Fall Product Payments	Cookie Payments	Cash Deposit Fees for Product Program	*Other Bank Charges	Other Expenses	Notes and Comments
12/12/2018		\$72.50												
12/15/2018						\$342.67								
12/20/2018								\$200.00						SA Food Bank
1/12/2019					\$150.00									
1/25/2019				\$72.45										cookie booth decorations
2/14/2019										\$2,525.00				
2/28/2019										\$2,781.00	\$5.50			
3/14/2019										\$2,786.00				
3/31/2019											\$3.00			
4/2/2019	\$400.00													
4/18/2019													\$36.00	ordered new checks
4/27/2019							\$225.00							community garden
TOTALS	\$400.00	\$72.50	\$0.00	\$72.45	\$150.00	\$342.67	\$225.00	\$200.00	\$0.00	\$8,092.00	\$8.50	\$36.00	\$0.00	

1, 2

3

*GSSWT-approved banks should not charge monthly fees. Notify the finance department immediately if this happens.



Inserting or Deleting Rows

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	INCOME FOR TROOP #:			8888	COMMUNITY NAME:			Z	→→→→	<<Be sure to enter ending bank balance at bottom of this sheet>>				
	Date	Opening Bank Balance	GSUSA Registration Dues Collected	Group Dues Collected	Pins, Badges, Insignia, Uniform items	Donations Received*	Program Fees Collected	Field Trip Income	Fall Product Income	Cookie Program Income	Other Money Earning Projects	Other Income	Notes and Comments	
2														
3	12/1/2018	\$562.54												
4	12/1/2018				\$85.00									
5	12/15/2019			\$20.00										
6	1/5/2019						\$150.00							
7	1/21/2019			\$20.00										
8	2/4/2019					\$200.00								
9	2/11/2019			\$20.00										
10	2/18/2019							\$380.00						
11	2/25/2019													
12	3/4/2019		\$200.00	\$20.00										
13	3/12/2019													
14	3/13/2019		\$200.00											
15	3/20/2019						\$50.00							
16	3/27/2019													
17	4/6/2019													
18	4/24/2019							\$50.00						
19	4/30/2019													
20	5/4/2019													
21	5/22/2019													

1

2

To add or delete rows on the “Income” and the “Expenses” sheets:

1. In the left margin, right-click to highlight the row below where you want to insert, or on the row you want to delete
2. From the pop-up menu, select “Insert” or “Delete”

NOTE: Do not insert or delete rows near the top or near the bottom of the sheet, as this may interfere with the auto-calculation.

1 This report is for the period: 12/1/2018 to 5/31/2019
manual entry manual entry

2 Troop # 888
(you must enter this number on the Income tab)

Community Name: Z Volunteer: Cookie Smith
(you must enter this name on the Income tab) manual entry

3 Troop Grade Level: C/S # of Registered Girls: 8
manual entry manual entry

Income Description	Column A Amount	Expense Description	Column B Amount
4 Opening Bank Balance	\$502.24	6 Expenses	
GSUSA Membership fees collected	\$400.00	GSUSA Membership Registration dues sent to GSSWT	\$400.00
		Pins, Badges, Insignia & Uniform items Purchased	\$72.50
5 Income		Meeting supplies (crafts, food, beverages)	\$0.00
Pins, Badges, Insignia & Other Uniform items Collected	\$85.00	Group Supplies	\$72.45
Group Dues	\$140.00	Program fees paid on behalf of members (camping fees, council event fees, etc.)	\$150.00
Donations Received	\$375.00	Field Trip Expenses	\$342.67
Program Fees Collected	\$300.00	Community Service Project Expenses	\$225.00
Field Trip Money Collected	\$430.00	Charitable Contributions	\$200.00
Fall Product Income	\$0.00	Fall Product Payments to GSSWT	\$0.00
Cash program income	\$9,620.00	Cookie Payments to GSSWT	\$8,092.00
Other money earning projects	\$7.00	Cash Deposits for Product Program	\$8.50
Car wash		Other Bank Charges	\$38.00
Other Income	\$27.00	Ordered new checks	
Refund on debit card from Wal Mart		Other Expenses	\$0.00
7a INCOME TOTAL	\$12,076.54	EXPENSE TOTAL	\$9,599.12
7b Expense Total	\$9,599.12	Bank Name	Frost Bank
8a Ending Balance equals Income Total minus Expense Total	\$2,477.42	Account #	0123456789
8b Bank Account Balance (from last statement of reporting period)	\$2,477.42	Authorized Primary Signer:	Cookie Smith
Should equal 8a	\$2,477.42	Authorized Cosigner:	Suzie Scout
9 Undeposited Cash	\$0.00		
10 Equals Total Available Balance	\$2,477.42		
FOR JUNE REPORT ONLY: If the Total Available Balance is over \$100, please describe the future plans and estimated expenses below. Troop is saving for trip to Savannah in 2020 Estimated cost: \$5,000			

I have viewed and approved this report:
 Primary Signer Signature
 210-555-1234 Phone # 6/5/2019 Date

I have viewed and approved this report:
 Equal Signer Signature
 210-555-5678 Phone # 6/5/2019 Date

Income Expenses **Finance Report Cover Sheet**

3. "Finance Report Cover Sheet" Tab:

All account signers must verify the report and hand-sign the Finance Report Cover Sheet. Electronic signatures are not accepted.

The dollar amounts on the *Finance Report Cover Sheet* tab are carried over from the information you provide on the *Income* and *Expenses* tabs of this workbook.

The following sections (shaded green on the form) require user entry:

Section 1: Enter the beginning and ending dates for the reporting period:

June Report: December 1 – May 31 **December Report:** June 1 – November 30

Section 2: Enter the name of the volunteer preparing the report. Troop and Community are auto-filled from the *Income* Tab.

Section 3: Enter the troop program level (D/B/J/C/S/A), and number of registered girls. If the report is for a Community, leave this section blank.

Sections 5 & 6 Description Boxes: If applicable, enter descriptions for:

- Other Money Earning Projects
- Other Income
- Bank Charges (*other than Cash Deposit Fees*)
- Other Expenses

Section 9: Bank and signer Information - Enter bank name and account number. *Type in* the names of authorized account signers.

DO NOT SIGN THIS SECTION.

Section 10: Describe future intentions for money over \$100 left in account

YOU WILL NEED TO COMPLETE SECTION 10 FOR THE JUNE REPORT ONLY.



Almost Done!

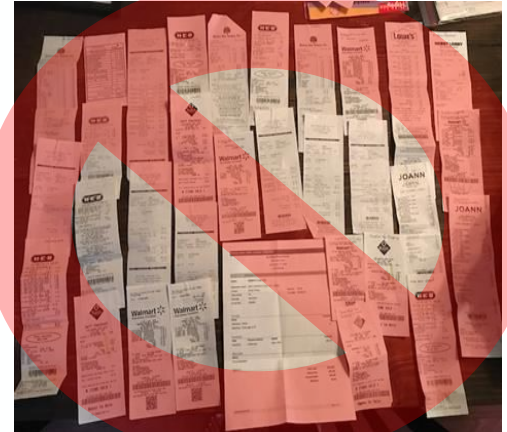
1. Save the report to your computer, or to an external drive, by selecting the “Save As” function, then selecting a folder and giving the file a new name.
2. Print the *Finance Report Cover Sheet* tab
3. **All account signers should sign in the spaces provided on the cover sheet to confirm they have reviewed and approved the report.**
 - Signature must be by hand. Electronic signatures will not be accepted.
 - For convenience, each signer may sign his/her separate cover sheet.
 - If more than two signers, print a second cover sheet.
4. The report must include complete BANK STATEMENTS (including copies of paid checks, if available). Printouts of bank transactions are not accepted.
5. Receipts must be complete and legible; and show:
 - **Date of purchase**
 - **All items purchased**
 - **Total amount**
 - **Payment type**
6. If receipt corresponds with a check, write the check number on the receipt.



Please copy no more than two receipts per page.



For Hobby Lobby receipts, you will need to copy both front and back to include the date.



Finance Reports – Where?

Method:	Send Where?	Remember To:	NOTE:
Email (preferred method)	customercare@girlscouts-swtx.org	<ul style="list-style-type: none"> • Include troop number in subject line • Attach the following: <ul style="list-style-type: none"> ➢ Entire saved Excel workbook ➢ Scanned hand-signed cover page(s) ➢ All bank statements from reporting period ➢ Receipts for all expenses • Record the case number you will receive from GSSWT <p><i>Make sure all copies are legible</i></p>	<ul style="list-style-type: none"> • Depending on the size of your attachments, you may need to send multiple emails • If sending for more than one troop or Community, send a separate email for each report • All attachments must be in <u>PDF, JPG, or XLS</u> format • Do not send secured links
Fax	210-349-2666	Send: <ul style="list-style-type: none"> ➢ All Excel workbook pages ➢ Hand-signed cover page(s) ➢ All bank statements from reporting period ➢ Receipts for all expenses <p><i>Make sure all copies are legible</i></p>	If sending for more than one troop or Community, send a separate fax for each report.
Mail	GSSWT ATTN: Finance 811 N Coker Loop San Antonio TX 78216	Include: <ul style="list-style-type: none"> ➢ All Excel workbook pages ➢ Hand-signed cover page(s) ➢ Copies of all bank statements from reporting period ➢ Copies of receipts for all expenses ➢ Keep a copy for your records <p><i>Make sure all copies are legible</i></p>	<ul style="list-style-type: none"> • Submit ONE COPY only • Do not send original receipts
Drop Box	After-hours drop box located outside of Resource Center at Sally Cheever Girl Scout Leadership Center		
Hand Delivery	GSSWT Customer Care		



Congratulations!
You have completed your Finance Report!



You can find additional information on Money Management
in the “*Managing Troop/Group Finances Manual*”
on the [*GSSWT website*](#)
(*Forms and Documents>Advanced Search>Finance*)