



Girl Scouts®

TROOP FINANCIAL MANAGEMENT REPORT

(Must be accompanied by the Detailed Cash Record and a copy of all receipts)

*Two copies due on or before **December 15**

*Two copies due on or before **May 15** (include your April bank statement)

***One copy to SUD or SU Treasurer, one copy to Membership Development Executive (MDE), the original for troop records.**

Report Period: From _____ To _____

Service Unit: _____ Troop # _____ Level _____

Troop Leader(s) Names: _____

DUES: Amount per girl: \$ _____ Circle one: weekly monthly semester yearly

NAME of BANK _____ Branch: _____

Check one: Checking Savings ACCOUNT # _____

LIST ALL AUTHORIZED SIGNERS: _____

TROOP FINANCIAL ACTIVITY

STEP 1.) BALANCE AT BEGINNING OF REPORTING PERIOD: \$ _____

STEP 2.) INCOME		STEP 3) EXPENSES	
National registration dues collected	\$	National registration dues paid	\$
Total troop dues collected	\$		\$
Family Giving Campaign donations	\$	Family Giving Campaign donations	\$
Juliette Low World Friendship Fund	\$	Pins, badges, insignia	\$
Pins, badges, insignia	\$	Calendar sales expenses	\$
Fall Product Sales, troop profit	\$	Service project expenses	\$
Cookie Sale troop profit	\$	Arts & crafts expenses	\$
Troop Money Earning Projects	\$		\$
Calendar Sales, total income	\$	Food/Beverage expenses	\$
Field Trip income	\$	Field Trip expenses (e.g. camping, council programs)	\$
	\$	Troop supplies	\$
Troop Sponsor donations	\$	End of Year Trip/Activity	\$
Cash donations (explain):	\$		\$
	\$	Other (explain):	\$
	\$		\$
Other (explain):	\$		\$
	\$		\$
TOTAL INCOME:	\$	TOTAL EXPENSES:	\$

STEP 4) Balance at end of reporting period (1 + 2 - 3) = \$ _____
Balance in the bank \$ _____ + Cash on hand \$ _____ = \$ _____ (Should equal total in step 4)

Plans for troop/group funds: _____

Troop Leader Signature: _____ Phone: (____) _____ Date: _____

Troop Treasurer: _____ Phone: (____) _____ Date: _____

PLEASE COMPLETE OTHER SIDE

TROOP ACTIVITY INFORMATION

Taking Action in the Community Questions:

Do the girls in your troop understand the concept of helping others without receiving anything in return? Yes No

Has the troop participated in a project that helps the community? Yes No

How many girls have participated? _____ How many projects? _____

How many hours were devoted to projects that benefit the community? _____

of girls participating X # of hours devoted = Total # of troop service hours

Please list the projects your troop did to provide service to the community? 1) _____

2) _____ 3) _____

4) _____ 5) _____

Troop Participation Questions:

Has the troop participated in a Service Unit event? Yes No If yes, please list: _____

Has the troop been camping? Yes No

How many girls participated in camping activities? _____ How many camping activities? _____

Please list the camping activities: _____

Has the troop participated in a ceremony? Yes No

Please check which ceremonies the troop participated in:

Bridging Court of Awards Flag Fly-Up Girl Scouts' Own Investiture or Pinning Rededication

Your Role as a Leader Questions:

Yes No I completed Girl Scout Training required of my position (G.S. Orientation, G.S. Basics, age-level).

Yes No I attended additional training opportunities (enrichment workshops, first aid, volunteer weekend, etc.)

Yes No I have health histories on file for each girl.

Yes No Permission Slip forms were obtained for all activities.

Yes No I have a trained first aider for the troop.

Yes No I have a trained Troop Camp Leadership person(s) for the troop.

Yes No Troop activity notification forms were completed for all activities and given to my Service Unit Director.

Does the troop have a Troop Sponsor? Yes No If yes, who? Name: _____

Phone # _____ Address: _____

COMPLETE THIS SECTION IN MAY ONLY

Number of girls currently registered? _____ Number of girls not returning next year? _____

Reasons for not returning: _____

Number bridging to next program age level? _____ To troop #(s): _____

Name of present Troop Leader: _____ Co-Leader(s) _____

Co-Leader(s) _____ Name of Treasurer: _____

Do you plan to continue your troop leadership? Yes No If not, why? _____

If not, has a new leader(s) or assistant(s) been suggested? Yes No If yes, who?

Name: _____ Phone # _____

E-mail: _____