Helpful Hints for Finance Reports

Revised: May 2019
Finance Reports – Why?

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 had 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.

Finance Reports are made available for review to troops, Communities, GSSWT staff members, and girls’ caregivers upon request.

These reports will be on file at the Sally Cheever Girl Scout Leadership Center for five years after submission to GSSWT.
Finance Reports are due to the finance department 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. Do not report partial months.
This 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

All Finance Report submissions need four things:

1. The completed, printed and signed Finance Report Cover Sheet
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 copy of actual bank statement.
4. Copies of all receipts for the reporting period
   - Do not send original receipts
NOTE: You must 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

The Finance Report Excel template can be found in the “Managing Finances” section of the Volunteer Resources page on the GSSWT website. The workbook is updated frequently, to stay current with changing requirements and procedures.

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

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

Tab 1: Income
Tab 2: Expenses
Tab 3: Finance Report Cover Sheet
“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. If the money was not deposited into your account, 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:

![Excel Table Example]

(continued on next page)
“Income” Tab:

2. Next, enter the **beginning bank balance from the first bank statement for the reporting period** in Row 3, column B (green cell):

3. **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.

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

   You may insert additional rows, if necessary (see page 11). 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.

4. 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.

   **See example on next page**
“Income” Tab:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Bank Balance</th>
<th>GSUSA Registration Dues Collected</th>
<th>Group Dues Collected</th>
<th>Ins, Badges, Uniforms</th>
<th>Donations Received*</th>
<th>Popcorn Collected</th>
<th>Field Trip Income</th>
<th>Fall Product Income</th>
<th>Cookie Program Income</th>
<th>Other Money Earning Projects</th>
<th>Other Income</th>
<th>Notes and Comments</th>
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</table>

*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.

Ending balance on LAST bank statement: $2,477.52
Undeposited cash at end of reporting period: $0.00

Helpful Hints for Finance Reports Rev. May 2019
“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.**

If the money was not paid from your account, 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 11).

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:**

   ![Expense Entry Example]

   Enter fee on the “Expenses” tab

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

   ![Expense Table Example]

<table>
<thead>
<tr>
<th>Events</th>
<th>Notes</th>
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<tr>
<td>Cash Deposit Fees for Product Program</td>
<td>$8.50</td>
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<tr>
<td>Other Bank Charges</td>
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</table>

   *See example on next page*
**Expenses Tab:**

<table>
<thead>
<tr>
<th>Date</th>
<th>GSUSA Membership Registration Fees Paid</th>
<th>Pins, Badges, Insignia, other Uniform Items Purchased</th>
<th>Meeting Supplies, crafts/food/ beverage</th>
<th>Group Supplies</th>
<th>Program fees paid on behalf of members (council event fees, etc.)</th>
<th>Field Trip Expenses</th>
<th>Community Service Project Expenses</th>
<th>Charitable Contributions</th>
<th>Fall Product Payments</th>
<th>Cookie Payment</th>
<th>Other Bank Charges</th>
<th>Other Expenses</th>
<th>Notes and Comments</th>
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**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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Opening Bank Balance</th>
<th>GSUSA Registration</th>
<th>Group Dues Collected</th>
<th>Pins, Badges, Insignia, Uniform Items</th>
<th>Donations Received</th>
<th>Program Fees Collected</th>
<th>Field Trip Income</th>
<th>Fall Product Income</th>
<th>Cookie Program Income</th>
<th>Other Money Earning Projects</th>
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<th>Notes and Comments</th>
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To add or delete rows on the “Income” and the “Expenses” sheets:
1. 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.
"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 grade level (D/B/J/C/S/A), and number of registered girls. If the report is for a Community, leave this section blank.

**Sections 6 & 7 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 pressing the <F12> key, 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.
   - If more than two signers, print a second cover sheet.

4. Scan the signed cover sheet(s), bank statements and receipts for the reporting period.
   - The report must include complete BANK STATEMENTS (including copies of paid checks, if available). **Printouts of bank transactions are not accepted.**
   - If receipt corresponds with a check, **write the check number on the receipt.**

5. Receipts must be **complete and legible**, and show:
   - date of purchase
   - all items purchased
   - total amount
   - payment type

   **Please copy no more than two receipts per page.**

   **For Hobby Lobby receipts, you will need to copy both front and back.**

   (continued on next page)
Almost Done!

6. Attach the entire saved Excel workbook, scanned cover sheet, statements, and receipts to an email.

7. Send to: customercare@girlscouts-swtx.org
   - Include your troop number in the subject line
   - Depending on the size of the attachments, you may need to send multiple emails
   - If sending for more than one troop or Community, send a separate email for each report

If email is not an option, you may print the "Income", "Expenses", and "Finance Report Cover Sheet" tabs, copy your bank statements and receipts, then fax, mail, or deliver **ONE COPY ONLY** to GSSWT:

Girl Scouts of Southwest Texas          Fax: 210-349-2666
ATTN: Finance Report
811 N Coker Loop
San Antonio TX 78216

- Be sure all signers have hand-signed the cover sheet
- Be sure to include Income and Expenses sheets
- Include legible COPIES of all bank statements and receipts
- If hand-delivering, be sure to sign the finance report log book as proof of delivery
Congratulations!
You have completed your Finance Report!

You can find additional information on Money Management in Chapter 5 of the "Volunteer Essentials" handbook, available online at:

www.girlscouts-swtx.org

>Volunteers>Volunteer Resources>Volunteer Essentials>View the PDF Version