

GSSWT

Finance Report Guide

How to Prepare and Submit Your Finance Report

Revised: August 2025

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, council 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 their bank accounts **every six months**.

If your troop or 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.

An illustration of a dark blue laptop with a white keyboard. Two hands are shown typing on the keyboard. To the right of the laptop is a white coffee cup with a saucer, containing a dark brown liquid with a small amount of foam on top.

Troops must have the most recent finance report on file to participate in GSSWT's cookie and fall product programs or to receive funds due from the council. *Troops or Communities not submitting their finance report in a timely manner are subject to having their accounts closed without notice by council.*

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:

November 15 and May 15

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

November 15 report details
the period of
May 1 through October 31



May 15 report details
the period of
November 1 through April 30

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

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 Finance [Linktree](#), or scan this code to access:



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
If mailing or hand-delivering, do not send original receipts

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



The following pages will describe the function of each tab:

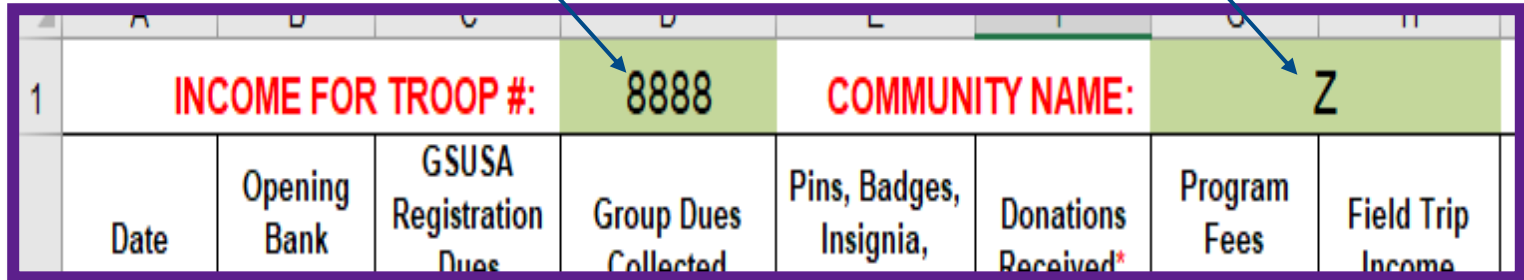
1. "Income" Tab:

This tab is to record the *deposits* into your troop or Community 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 on 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 May 1 or November 1.
 - If this is a **new account**, the beginning date will be the date account was opened, and **beginning balance will be zero**.
- 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 TRC
2	Date	Opening Bank Balance	Gr Regi D Col
3			

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

You may insert additional rows, if necessary (see page 16). 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.

“Income” Tab:

Fall Product DEPOSITS	Fall Product Proceeds received from GSSWT	Cookie Program DEPOSITS	Cookie Program Proceeds received from GSSWT
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4. **Product Program:** There are separate columns for money *received from the girls' sales* and money *received from council as proceeds*.

If the money was turned in from sales, enter it in the “Fall Product Deposits” or “Cookie Program Deposits” column, depending on which program you are reporting.

If the money was deposited into your account by council as *proceeds* from Product Program, enter it in the “Fall Product Proceeds received from GSSWT” or the “Cookie Program Proceeds received from GSSWT” column. (See chart on next page)

5. 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:	

Money Deposited because:	Fall Product DEPOSITS	Fall Product Proceeds Received from GSSWT	Cookie Program DEPOSITS	Cookie Program proceeds received from GSSWT
Girls turn in money for Fall Product they have sold	✓			
Council deposits Fall Product proceeds via ACH		✓		
Troop deposits cookie booth money			✓	
<i>Cheddar Up</i> transactions deposited for cookies			✓	
Girls turn in cookie money collected			✓	
Council deposits cookie proceeds via ACH				✓

2. “Expenses” Tab:

The “Expenses” tab records the payments 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.

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

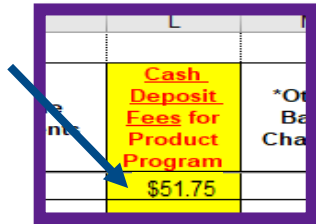
	A	B	C	D	E	F	G	H	I
1	EXPENSES FOR TROOP #:			1234		COMMUNITY NAME:		Z	



“Expenses” Tab:

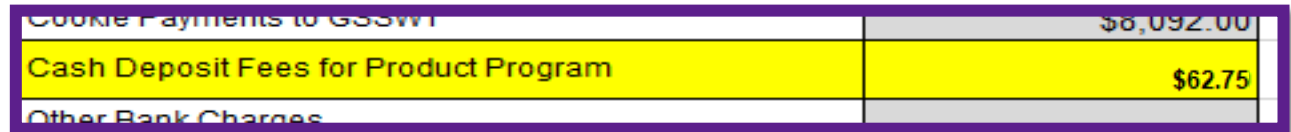
1. Click on the “Expenses” tab. **Using your bank statements**, enter all expenses for the Community/troop during the reporting period, as they appear on your bank statement, by entering the date and amount paid under the proper category in each row.
2. **Make a separate entry for each item.** You may insert rows if necessary (see page 16).
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	*Other Bank Charges
	\$51.75	

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	\$62.75
Other Bank Charges	

“Expenses” Tab:

Here is an example of how your “Expenses” page should look:

1. Transaction dates

2. Transaction amounts

3. Cash deposit fees

*report cookie booth change separately, to keep a clear audit trail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	EXPENSES FOR TROOP #: 1234			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 ACH to GSSWT	Cookie ACH to GSSWT	Cash Deposit Fees. Charged by Bank for Product Program**	*Other Bank Charges (NOT cash deposit fees)	Other Expenses	Notes and Comments
3	12/5/2024				\$24.29										
4	12/5/2024				\$186.20										food for party
5	12/12/2024					\$490.00									food for party
6	12/12/2024			\$29.94											babysitting/CPR badge
7	12/13/2024				\$70.83										
8	12/19/2024			\$31.00											
9	1/5/2025		\$40.00												
10	1/9/2025			\$15.72											
11	1/12/2025					\$140.00									Cookie Rally
12	1/15/2025								\$200.00						CA wildfire relief
13	1/17/2025				\$494.00										troop t-shirts
14	1/23/2025			\$45.92											Archery
15	1/26/2025					\$60.00									
16	1/27/2025						\$71.16								
17	1/27/2025						\$20.00								
18	1/30/2025					\$60.00									
19	1/30/2025														\$300.00 check for booth change
20	1/31/2025	\$50.00													Archery
21	2/13/2025										\$8,919.23				
22	2/17/2025				\$40.00										Eco-Explorers
23	2/27/2025										\$15,227.53				
24	2/28/2025										\$51.75				
25	3/6/2025						\$591.66								supplies for camp trips
26	3/13/2025										\$2,498.99				
27	3/31/2025										\$11.00				
28	4/10/2025	\$550.00													
29	4/11/2025	\$500.00													
30	4/24/2025	\$150.00													
31	4/29/2025					\$112.00									Bridging
32	4/29/2025												\$36.75		ordered new checks
33	4/30/2025			\$68.06											
34	4/30/2025			\$33.77											
35	4/30/2025		\$524.99												Bridging
36	TOTALS	\$1,250.00	\$564.99	\$224.41	\$775.32	\$902.00	\$682.84	\$0.00	\$200.00	\$0.00	\$26,645.75	\$62.75	\$36.75	\$300.00	

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

** This is the fee charged by the bank for cash deposits. This is NOT the troop payment to GSSWT.

Inserting or Deleting Rows

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	INCOME FOR TROOP #:			1234	COMMUNITY NAME:			Z	→→→→ →→→→ →→→→			<<Be sure to enter ending bank balance at bottom of this sheet>>			
	Date	Opening Bank Balance	GSUSA Membership Registration Fees Collected	Group Dues Collected	Pins, Badges, Insignia, Uniform items	Donations Received	Program Fees Collected	Field Trip Income	Fall Product DEPOSITS	Fall Product Proceeds received from GSSWT	Cookie Program DEPOSITS	Cookie Program Proceeds received from GSSWT	Other Money Earning Projects	Other Income	Notes and Comments
2															
3	11/1/2024	\$5,821.22													
4	12/3/2024	XXXXXX								\$50.21					
5	12/5/2024	XXXXXX													
6	2/1/2025	XXXXXX													
7	2/7/2025							\$134.99							
8	2/8/2025														
9	2/15/2025														
10	2/22/2025														
11	2/25/2025	XXXXXX													
12	3/1/2025	XXXXXX													
13	3/2/2025	XXXXXX													
14	3/27/2025	XXXXXX						\$25.00							
15	3/27/2025	XXXXXX						\$100.00							
16	4/24/2025	XXXXXX	\$150.00												
17	4/19/2025	XXXXXX													
18	4/21/2025	XXXXXX													
19	4/29/2025	XXXXXX						\$20.00							

1

2

Search the menus

- Cut
- Copy
- Paste Options:
 - Paste
 - Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Row Height...
- Hide
- Unhide
- Show Changes

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.

Cover sheet must be **HAND-SIGNED** by ALL account signers. Each signer may sign a separate cover page if preferred.

1 This report is for the period: 11/1/2024 to 4/30/2025
(manual entry) (manual entry)

2 Troop # 1234
(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 Program Level: J/C # of Registered Girls: 12
(manual entry) (manual entry)

Income Description	Amount	Expense Description	Amount
Column A		Column B	
4 Opening Bank Balance	\$5,821.22	6	Expenses
5	Income	GSUSA Membership Registration fees paid	\$1,250.00
GSUSA Membership Registration fees collected	\$150.00	Pins, badges, insignia & other uniform items purchased	\$564.99
Group dues	\$0.00	Meeting supplies (crafts, food, beverages)	\$224.41
Pins, badges, insignia & other uniform items collected	\$0.00	Group Supplies	\$775.32
Donations Received	\$0.00	Program fees paid on behalf of members (camping fees, council event fees, etc.)	\$902.00
Program Fees Collected	\$40.00	Field Trip Expenses	\$682.84
Field Trip Money Collected	\$259.99	Community Service Project Expenses	\$0.00
Fall Product Deposits	\$0.00	Charitable Contributions	\$200.00
Fall Product Proceeds from GSSWT	\$50.21	Fall Product ACH to GSSWT	\$0.00
Cookie Program Deposits	\$35,605.00	Fall Product Proceeds from GSSWT	\$26,645.75
Cookie Program Proceeds received from GSSWT	\$17.25	Cookie ACH to GSSWT	\$62.75
Other money earning projects (please describe below)	\$625.00	Cash Deposit Fees charged by bank for Product Program	\$36.75
car wash fund-raiser		Other Bank Charges (please describe below)	
Other Income (please describe below)	\$328.57	Other Expenses (please describe below)	\$300.00
Wal Mart return, re-deposited cookie booth change		check to Margie Garcia for cookie booth change	
EXPENSE TOTAL			\$31,644.81
7a Income Total:	\$42,897.24	9 Bank Name	Frost
7b Expense Total:	\$31,644.81	Account #	123456789
8a Ending balance equals income total minus Expense Total	\$11,252.43	Authorized Primary Signer (please print):	Cookie Smith
8b Bank Account Balance (from last statement of reporting period): SHOULD EQUAL 8a	\$11,252.43	Authorized Co-signer (please print):	Suzie Scout
Undeposited Cash: SHOULD BE < \$25	\$0.00		
Equals Total Available Balance	\$11,252.43		
10 FOR MAY REPORT ONLY: If the Total Available Balance is over \$100, please describe the future plans and estimated expenses below: If the troop is saving funds for future travel, the troop must have their Activity and Trip Form on file with council. Troop is saving for a trip to Japan in 2027. Estimated cost \$28,000. Activity & Trip form on file with council.			

I have viewed and approved this report:
 Primary Signer Signature: *Cookie Smith* Phone #: 210-555-1234 Date: 5/10/2025

I have viewed and approved this report:
 Co-signer Signature: *Suzie Scout* Phone #: 210-555-5678 Date: 5/10/2025

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:
May Report: November 1 – April 30 **November Report:** May 1 – October 31

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

NOTE: Sections 8a and 8b must match. If not, go back and review report for errors.

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.

If the troop/group is saving funds for future travel, the troop/group must have an Activity and Trip Form on file with council.

**COMPLETE SECTION 10 FOR THE MAY REPORT ONLY
 DO NOT COMPLETE SECTION 10 FOR THE NOVEMBER REPORT**

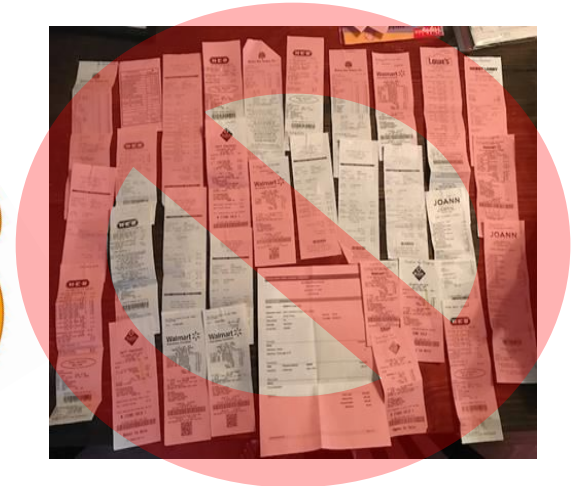
Almost Done!

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**
 - **Total amount**
 - **All items purchased**
 - **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.

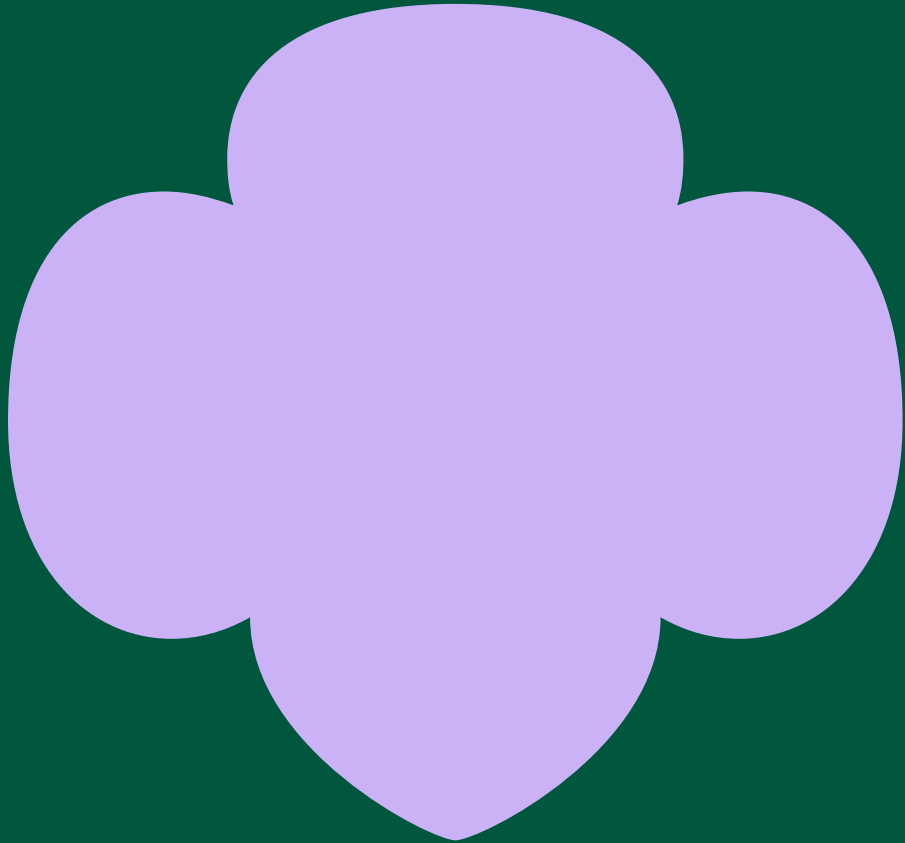
For Hobby Lobby receipts, you may need to copy both front and back to include the date.



Finance Reports – Where?

Refer to this chart to submit your finance report to council.

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 Front Desk		



Congratulations!



You are now ready to prepare
and submit your finance report!

For more information on managing finances,
see the *“Managing Troop/Group Finances”*
manual