

Annual Troop/Group Financial Report Tips

Reports are due annually on June 15. You must attach troop bank statements for the months of March, April and May.

Two ways to complete the report:

- using the Finance tab on the Volunteer Tool Kit – publish online so council staff and parents can see the troop's report
- using the [Annual Troop/Group Financial Report](#) paper form found on our web site – submit completed form to your membership manager or scan and email to customercare@girlscoutsna.org. Give troop members and parents a copy.

What to include in Income

Registrations – include monies the troop collected for GSUSA memberships, council and service unit events fees, and any other fees not intended to be kept by the troop. This is “in and out” revenue. You will report at least this same amount in Expenses.

Sponsorships – monies donated to the troop by sponsors. Troop must have completed the Troop/Group Annual Sponsorship Agreement. Only the council can issue a tax donation letter to the sponsor.

Dues Collected - simply stated. Whether to charge troop dues and the amount should be a decision made by the girls. Dues should be reasonable so all girls can participate and reflect what funds the troop may need that fall product and cookie sale profits will not cover.

Total Fall Product Sales Revenue - the amount of profit your troop made during the Family and Friends Fall Product Sale. Only include the profit, not all the monies you collected. Remember you collected more than your troop's profit because you had to pay council for the products sold.

Total Cookie Sale Revenue - the amount of profit your troop made during the Cookie Sale. Only include the profit, not all the monies you collected. Remember you collected more than your troop's profit because you had to pay council for the cookies sold.

Other Income – may include profits from money-earning activities, fees your troop charged other troops to attend troop planned events, monies collected to purchase uniforms, etc.

What to include in Expenses

Registrations – include monies the troop paid for GSUSA memberships, council and service unit events fees, and any other fees not intended to be kept by the troop. This amount should at least equal the amount you reported in Income and will be greater if the troop paid for registrations fees from fall product and cookie profits rather than asking members to pay.

Troop and Program Supplies* – includes expenses for purchasing Journeys, badge packets, Girls' Guides, service projects, office supplies, ceremony decorations, etc.

Pins/Awards/Patches – what you paid for official insignia (Girl Scout membership pins, WAGGGS pin, etc.) badges and other awards the girls earned, and fun patches; also includes adult patches.

Troop Activity Expenses* – includes what the troop spent when camping, on trips, service projects, and so forth.

Other Expenses – list any expenses that do not fit in another category.

* Note – Some expenses could be included in Troop and Program Supplies or Troop Activity Expenses. Just make sure you list the expenses in only one of these categories.

Two adults must sign the paper report. One adult on the bank account should be responsible for tracking troop income and expenses and another troop volunteer should complete the Troop/Group Financial Report. This is to ensure accountability to the troop and provides a check and balance on expenditures.

Above all, remember the troop funds belong to the girls and they should determine how the monies are spent. Younger girls will need guidance, but take the opportunity to help them learn how to make financial decisions – from Girl Scout Daisies creating a simple budget for a service project to Girl Scout Seniors and Ambassadors preparing cost estimations and budgets, tracking actual costs, and preparing financial reports for a highest award projects or extensive trips.

Teach them financial literacy for a lifetime of using their resources wisely!