

## **End of Year Troop Finance & Program Report Due June 15<sup>th</sup>**

Thank you for all you do as Girl Scout volunteers. We know you had an amazing year filled with lasting memories for your troop. Now it is time to share with GSCV all the exciting adventures you had and define how they were financially supported. With the information you provide, we will have a better understanding of programs and activities that troops experience throughout the year, and then be able to provide better support to our troops and volunteers.

There are two parts to this document, a Finance Report, and a Program Report. Both are due to the Help Desk ([gshelper@comgirlscouts.org](mailto:gshelper@comgirlscouts.org)) by June 15<sup>th</sup>. This report is required to be on file each year for the troop leaders to be reappointed in their roles.

Your Finance Report will be a list of your troop's income and expenses for the year, broken down by category. To complete this section of the report, you will need to reference:

- Troop bank statements including bank name, account number, and account signers
- Receipts from purchases
- Other records you saved to track your troop's finances

In the Program Report you will answer questions about what your troop did this year. Tell us all the activities that your troop participated in. Did you camp? Did you attend any service unit events? Did you earn badges or Journeys? We want to know all the fun you had and what you are planning for the upcoming year. There is also space in this report to let us know if you need additional help with your troop.

As a Girl Scout volunteer, you've supported your troop through all their Girl Scout experiences for the year. You have guided them as they chose the way they ran their Girl Scout Cookie business; encouraged them as they raised their voices on issues they cared about; and been a cheerleader, guide, and mentor while they developed essential life skills and gained the confidence they will rely on throughout their lives. While you've been teaching them, you have grown and had wonderful experiences, too! As you fill out this form, remember the excitement, the impact, and the memories that you made – those are the moments you'll treasure as a Girl Scout volunteer.

Person completing & submitting this document:

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Troop #:** \_\_\_\_\_ **Service Unit Name & #:** \_\_\_\_\_

## Troop Finance Report

### Due June 15<sup>th</sup>

Complete this form and submit to the Help Desk ([gshelper@comgirlscouts.org](mailto:gshelper@comgirlscouts.org)) or print, complete, and mail to the address above. Financial reports are required to be filed by troops annually. They are needed for the following reasons:

1. All Girl Scout Councils are required to make sure proper records of troop funds are maintained.
2. A financial report protects the interests of the girls and adults registered in the troop & will answer any questions about the use of troop funds.
3. A financial report provides valuable information to new leaders assuming responsibility for an existing troop.

As a routine process of auditing GSCV bank accounts, we may contact you for additional information. Please keep all bank statements, financial documents, and receipts for 3 years.

**Report Date:** \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
(month) (day) (year) (month) (day) (year)

**Troop #:** \_\_\_\_\_ **Service Unit Name & #:** \_\_\_\_\_

#### Bank Account Signers:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Bank Name:** \_\_\_\_\_ **Account#:** \_\_\_\_\_

<u>Income</u>		<u>Expenses</u>	
<b><u>Beginning Account Balance</u></b>	\$		
Girl Scout Membership Registration	\$	Girl Scout Membership	\$
Troop Dues	\$	GSCV Program Events & Activities	\$
Donations or Sponsorships	\$	Camping, Events, Activities Fees	\$
Cookie Program Proceeds	\$	Leader Training Fees	\$
Fall Product Program Proceeds	\$	Uniforms, Badges, Awards	\$
Additional Money Earning Activities	\$	Troop Meeting Supplies	\$
Camping, Events, and Activities Fees	\$	Service Project/Community Service	\$
Other	\$	Troop Equipment	\$
		Room/space Rental	\$
		Miscellaneous Expenses	\$
		Bank Fees	\$
		Other	\$
<b><u>Total Income (includes beginning balance)</u></b>	\$	<b><u>Total Expenses</u></b>	\$
<b><u>Ending Account Balance</u></b>	\$		

## Troop Program Report

**Troop #:** \_\_\_\_\_ **Service Unit Name & #:** \_\_\_\_\_

**Level(s) of your Girl Scout troop** (check all that apply):

Daisy      Brownie      Junior      Cadette      Senior      Ambassador

**Please tell us about your troop's Girl Scout year. Attach additional pages if necessary.**

What was your troop's favorite activity this year?

Did your troop take part in any camping or travel adventures this year? If yes, what did your troop do?

What Badges/Journeys/Awards did your troop work on and earn this year? For a list of badges and Journey awards that Girl Scouts can earn, take a look at the [Badge Explorer](#).

What Community Service Projects did your troop participate in this year?

What Service Unit and GSCV Programs & Events did your troop attend this year?

Did your troop hold at least two parent/guardian meetings this year? If yes, what topics were discussed at those meetings (troop activities; troop finances; Fall & Cookie Product Programs; parent/guardian support of the troop)?      Yes      No

Looking back on the current membership year, are there any changes you would put in place for the upcoming year?

What are your troop's plans for next year?

Is there any additional support you need from your council staff? If yes, please describe below.

Will your troop be returning for the next Membership Year?      Yes      No      Unsure  
If your troop is not returning, please let us know why in the box below.

Is there anything else that you would like to share?