



## Annual Financial Report

Report due by **June 15**

**All incomplete forms will be returned to the troop leader for completion.**

Please check one:             Troop Report                             Service Unit Report

**By June 15 of each year, troops and service units are required to submit to their service unit support specialist an annual financial report accompanied by a reconciled bank statement, including a detailed cash report or software program report of their choice, to track monthly financial transactions.** Troops and service units are encouraged to keep detailed records and receipts for one year following each membership year. All incomplete forms will be returned to the troop for completion.

All troops and service units are required to hold their Girl Scout funds in a bank account. All Girl Scout bank accounts must be opened in the name of Girl Scouts of Greater Chicago and Northwest Indiana, Troop Number XXXXX. The federal tax ID number is 36-3871241. Bank statements are to be sent to the home address of a person registered with the troop, not to Girl Scouts of Greater Chicago and Northwest Indiana's corporate address." ~ *Volunteer Procedures, Girl Scouts of Greater Chicago and Northwest Indiana*

Service Unit # \_\_\_\_\_ Troop # \_\_\_\_\_

Grade Level: \_\_\_D\_\_\_ B\_\_\_ J\_\_\_ C\_\_\_ S\_\_\_ A # of Girls \_\_\_\_\_

Volunteer Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Report on Funds: June 16, \_\_\_\_\_ through June 15, \_\_\_\_\_**

INCOME		EXPENSE	
Beginning balance	\$	National registration dues	\$
National registration dues	\$	Supplies purchased:	
Dues (rate _____ per meeting/year)	\$	Camping / outdoor activities	\$
Money-earning activity:		Overnight trips	\$
Fall product activity profit	\$	Service projects	\$
Cookie program activity profit	\$	Insignia (pins, badges, etc.)	\$
Grant income if applicatble	\$		\$
Insignia (pins, badges, patches)	\$		\$
Other income (specify) i.e. financial assistance amount(s)	\$	Permanent equipment	\$
	\$	Other expenses (specify)	\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Income</b>	<b>\$</b>	<b>Total Expense</b>	<b>\$</b>

ADD Balance box Total Income – Total Expenses = Balance on hand

Funds are deposited in checking / savings account # \_\_\_\_\_

at the \_\_\_\_\_ bank in the \_\_\_\_\_ community.

The persons authorized to withdraw funds are:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**It is highly recommended that at least one signature be the SU manager or designee team/cabinet member.**



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Name of volunteer completing report: (please print) \_\_\_\_\_

Signature of volunteer completing the report: \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Balance on-hand June 16, \_\_\_\_\_ \$ \_\_\_\_\_

**For Troops ONLY:** Troop is  continuing  disbanding – If disbanding please complete disbanded troop form on page 158.

What plans to the girls have for the remaining funds in their account?

Please initial:	
SU Manager _____	Date _____
Received by Staff Member _____	Date _____