



Girl Scouts of San Jacinto Council Troop/Group Annual Financial Report



1. Complete and submit this paper form (2 copies) to the Community Financial Specialist by May 31st. Submission through VTK preferred.
2. Community Financial Specialist submits paper form troop reports to the Financial Management Coordinator by June 15th.
3. Attach a copy of the most current bank statement.
4. List troop/group property on the back or attach a list to this form.
5. Retain a copy of this form, all supporting worksheets, and expense reports for 3 years.

Date Submitted: _____

Troop/Group #: _____ Community: _____ Region: _____
 # of girls registered: _____ # of girls active: _____
 Program Level: _____
 Dues per girl per meeting: \$ _____ # Meetings per year: _____

Highlighted income and expense items are linked to detailed worksheets

Beginning Balance: As of (date): _____ \$ _____

Income Items:		
Troop Dues/Start Up Funds		
GSUSA Membership Registration (early bird/on-time) collected		
Fall Product Sales Troop Proceeds		
Cookie Sale Troop Proceeds		
Donations		
Additional Money Earning Activities		
Assessments (Parent Paid Events)		
Camping		
Day Events/Fields Trip		
Non-Camping Overnights/Travel		
Other		
Financial Aid Received		

Total Income: _____

Troop Expenses:		
GSUSA Membership Registration		
Pins/Earned Badges/Awards/Insignia		
Camping		
Trips/Events/Activities		
Day Events/Field Trips		
Non Camping Overnights/Travel		
Program Supplies		
Guides/Journey Books/Badge Activity Sets		
Fun patches		
Other Program Supplies		
Facilities/Equipment		
Service/Take Action Projects		
Other Expenses		
Bank Fees		

Total Expenses: _____

Ending Balance (Beginning Bal. + Income - Expenses): As of (date): _____ \$ _____

Financial Records are kept by: _____ at (location): _____
 Name of Bank/Branch with Troop Account: _____
 Account Name: _____ Account No. _____

Troop/Group Leader Name & Signature _____

Troop/Group Treasurer Name & Signature _____

Address/City/Zip code/Phone _____

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