

GSSJC Troop/Group Annual Financial Report (F-31) Category Definitions

There are two excel file options available for Troop Financial record keeping:

		Checkbook Style	Tab Style
Category	Definitions	All input for the F-31 form is keyed on the "Input Sheet" tab:	Input for F-31 headers, dates, and Beginning Balance is on the "Summary F-31" tab, see other tabs for Income and Expense input.
Beginning Balance:	Equals prior year's F-31 Ending Balance (if this is the troop's first year, the Beginning Balance is zero). This can also be defined as the Starting Balance.	Cell AH31	Tab: Summary F-31 (cell G16)

Income Items:

Troop Dues/Start Up Funds	Funds collected from families for troop dues and start up fees.	Column H	Tab: Dues record
GSUSA Membership Registration (early bird/on-time) collected	Funds collected from families and/or volunteers to cover all or part of the GSUSA National Membership Dues	Column I (see column V for funds paid to GSUSA via GSSJC)	Tab: Membership and Product Sales
Fall Product Sale Troop Proceeds	All Deposits related to Fall Product Sale LESS payment to GSSJC (ACH)	Column J (Fall Product funds deposited into the troop bank account) & Column T (Troop ACH payment to GSSJC related to Fall Product Sale)	
Cookie Sale Troop Proceeds	All Deposits into Troop bank account related to Cookie Sale LESS Troop check/direct deposits/ACH payment to GSSJC related to Cookie Sale. <i>PLEASE NOTE: All money donated through the Cookie Sale must be converted into packages sold.</i>	Column K (All deposits into the troop bank account related to Cookie Sale) & Column U (Troop check/direct deposits and ACH payment to GSSJC related to Cookie Sale)	
Donations	Preapproval is required. See forms F-30B and F-112B for limits and requirements. This category does not include parent paid troop expenses (refer to Assessments)..	Column L	Tab: Donations and other incomes
Additional Money Earning Activities	Level restrictions apply and preapproval is required. See form F-32C for limits and requirements.	Column M	
Assessments (Parent Paid Events)			
Camping	Funds collected from families to cover all or part of the cost of Camping activities	Column N	
Day Events/Fields Trip	Funds collected from families to cover all or part of the cost of Day Events and Field Trips	Column O	
Non-Camping Overnights/Travel	Funds collected from families to cover all or part of the cost of Non-Camping Overnights and Non-Camping Travel	Column P	
Other Income	Includes money received from a troop merger; girl portion of previous troop's funds; or incentives received from the Community/Council. Use the Income Notes section of the VTK F-31 reporting to describe the items included here.	Column Q	
Financial Aid Received	Any Financial Aid received for Troop Dues, Activities, Events, etc. See form F-132 for Financial Assistance guidelines.	Column R	

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Category

Definitions

Troop Expenses:

GSUSA Membership Registration	GSUSA National Membership Dues paid by Troop via GSSJC. This can include reimbursement to families and volunteers for their membership fees if approved by the troop.	Column V (see column I for deposit of funds collected from families)	Tab: Membership
Pins/Earned Badges/Awards/Insignia	Includes Official Pins, Earned Badges, Awards, and Insignia -- i.e. items displayed on the "front" of the Uniform	Column W	Tab: Pins, Badges, Patches, etc.
Camping	All costs related to Camping trips; including reservation fees, campsite activities/fees, camping food, travel, etc. See GSSJC website for camping policies and paperwork .	Column X	Tab: Camping
Trips/Events/Activities			
Day Events/Field Trips	Non-overnight, non-camping activities and related travel	Column Y	Tab: Trips, Events, Activities
Non Camping Overnights/Travel	Non-camping overnights and travel, including reservation fees, activities/fees, food, travel, etc. See GSSJC website for travel and overnight policies and paperwork.	Column Z	
Program Supplies			
Guides/Journey Books/Badge Activity Sets	Girls' Guide to Girl Scouting books, Badge Activity Sets, Journey Books.	Column AA	Tab: Program Supplies
Fun Patches	Any patch displayed on the "back" of the Uniform	Column AB	
Other Program Supplies	Other supplies for troop activities (includes craft supplies, special activity kits, other reference books)	Column AC	
Facilities/Equipment	<u>Includes meeting space and other equipment rentals.</u> NOTE: Troops MAY NOT sign contracts -- see <i>Volunteer Essentials</i> for policies and procedures. <u>Includes any equipment purchased</u> (tents, coolers, cook kits, etc.). Note: Purchased equipment should be reflected on the troop property list.	Column AD	Tab: Facilities, Equipment
Service/Take Action Projects	Any supplies needed to perform Service or Take Action Projects. The would also include Troop Funds used for Bronze/Silver/Gold projects. See form F-269 for Service/Take Action report.	Column AE	Tab: Service Projects
Other Expenses	Any other expenses, including Volunteer Trainings. Use the Expenses Notes section of the VTK F-31 reporting to describe the items included here.	Column AF	Tab: Other Expenses
Bank Fees	Any fees applied to the bank account (including purchase of checks). These fees should be minimal.	Column AG	
Ending Balance:	Beginning Balance plus Income Items less Troop Expenses equals Ending Balance <i>NOTE: The Ending Balance does not have to match the current bank statement -- explain difference with a reconciliation of outstanding deposits and checks.</i>	(calculated on the "Summary F-31" tab) See also ending total of Input Sheet Column AH	(calculated on the "Summary F-31" tab)