

Community or Region Annual Financial Report and Proposed Budget Girl Scouts of San Jacinto Council

Complete the financial report information on the reverse side of this form. Submit copies of the form along with a copy of the most recent bank statement(s) to the Finance Management Coordinator (Council) by May 31st. Complete and submit the proposed budget information to the above by August 1st. Keep copies of all information submitted for Community or Region records (as applicable).

Financial Report

Date Submitted: _____ Dates: _____ Submitted to: _____

From Community/Region: _____

Number of Troops/Groups: _____ Daisy _____ Brownie _____ Junior _____ Cadette _____ Seniors _____ Ambassadors _____ Groups

Number of Girls: _____ Daisy _____ Brownie _____ Junior _____ Cadette _____ Seniors _____ Ambassadors _____ Groups

Funds are kept at:

Name of Bank: _____ Bank Address: _____

Account Name: _____ Account #: _____

Petty Cash is kept at: _____

Printed Name: _____
Community Leadership Team Member or Region Leadership Coordinator (as applicable)

Signature: _____

Phone #: _____ Address: _____ Email: _____

Treasurer Printed Name: _____

Treasurer Signature: _____

Phone #: _____ Address: _____ Email: _____

List Community or Region Property:	Where Stored:

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Girl Scouts of San Jacinto Council**

You can use this form for both the Financial Report and the Budget. Just save it as "Financial Report" for the May 31 filing, and save as "Budget" for the August 1 filing. The following worksheets are not required to be sent to your Finance Management Coordinator, but are provided to assist in recordkeeping.

Community or Region Name: _____

Number: _____

Financial Report Dates: From: _____ To: _____

Highlighted income and expense items are linked to detailed worksheets			
	Financial Report -- Due May 31 (Actual for Current Year)	Budget -- Due August 1 (Upcoming Year)	
Beginning Balance:			
Income Items:			
Council Product Sales:			
Cookie Sale			
Donations (list separately on INC 1 tab)	\$0.00	\$0.00	
Financial Assistance Received			
Interest Earned on Bank Account			
Membership/Recruitment			
Money-Earning Receipts (list separately on INC 1 tab)	\$0.00	\$0.00	
Other Receipts (list separately on INC 1 tab)	\$0.00	\$0.00	
Special Funds (i.e.: Juliette Low, Annual Giving...)			
Troop Assessments (from INC 2 tab)	\$0.00	\$0.00	
Total Income:	\$0.00	\$0.00	
Expenses:			
Administrative Expenses (detail on EXP 4 tab)	\$0.00	\$0.00	
Bank Fees			
Conferences/Training (detail on EXP 1 tab)	\$0.00	\$0.00	
Equipment/Facilities (detail on EXP 1 tab)	\$0.00	\$0.00	
Events for Girls & Adults (detail on EXP 2 tab)	\$0.00	\$0.00	
Financial Assistance Provided			
Honorariums and Memorials	\$0.00	\$0.00	
Hospitality (detail on EXP 2 tab)	\$0.00	\$0.00	
Program Supplies (detail on EXP 5 tab)	\$0.00	\$0.00	
Recognitions and Thank-yous (detail on EXP 4 tab)	\$0.00	\$0.00	
Recruitment (detail on EXP 3 tab)	\$0.00	\$0.00	
Other Expenses (detail separately EXP 6 tab)	\$0.00	\$0.00	
Total Expenses:	\$0.00	\$0.00	
Ending Balance (Beginning Bal. + Income - Expenses)	\$0.00	\$0.00	

Detail for Income Items

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Note: When using in Excel, please add rows as needed.

			Financial Report	Budget
Money-Earning Receipts for pg 2				
Date	Event	Purpose	Amount	Amount
			Total Money-Earning Receipts:	\$0.00

			Financial Report	Budget
Donations - Detail for page 2				
Date Received	Received From	Purpose	Amount	Amount
			Total Donations:	\$0.00

			Financial Report	Budget
Other Receipts - for page 2				
Date Received	Received From	Purpose	Amount	Amount
			Total Other Receipts:	\$0.00

Detail for Equipment & Facilities, Conferences & Training Expenses on Financial Report

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Note: When using in Excel, please add rows as needed.

Equipment & Facilities expenses - for page 2:

				Financial Report	Budget
Date	Check #	Paid to:	Purpose	Amount	Amount
			Total Equipment & Facilities expenses:	\$0.00	\$0.00

Conferences & Training expenses - for page 2:

				Financial Report	Budget
Date	Check #	Paid to:	Purpose	Amount	Amount
			Total Conference & Training expenses:	\$0.00	\$0.00

Detail for Recruitment, Honorariums & Memorials Expenses

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Note: When using in Excel, please add rows as needed.

Recruitment expenses for page 2:

				Financial Report	Budget
Date	Check #	Paid to:	Purpose	Amount	Amount
			Total Recruitment expenses	\$0.00	\$0.00

Honorariums/Memorials for page 2:

				Financial Report	Budget
Date	Check #	Paid to:	Purpose	Amount	Amount
			Total Honorarium/Memorials	\$0.00	\$0.00

Detail for Recognitions/Thank-yous, Administrative Expenses on Financial Report

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Note: When using in Excel, please add rows as needed.

Recognitions and Thank-yous - for page 2:				Financial Report	Budget
Date	Check #	Paid to:	Purpose	Amount	Amount
			Total Recognition and Thank-you expenses:	\$0.00	\$0.00

Administrative Expenses - for page 2:				Financial Report	Budget
Date	Check #	Paid to:	Purpose	Amount	Amount
			Total Administrative expenses:	\$0.00	\$0.00

