

Troop Financial Statement Instructions

The Troop Financial Statement form is given by the troop leader to the Service Unit Manager and/or Volunteer Services in May of each membership year. It explains the income (money collected by the leader) and the expenses (money spent by or for the troop) for that membership year. Troops are required to keep their money in a checking account (two signatures required on each check) and/or a petty cash envelope that contains no more than \$50 on hand for last-minute expenses. When money is taken out of a petty cash fund, receipts should be put in the envelope showing how the money was spent.

Income

1. **Amount of Cash on Hand** (Beginning of Troop Year) Did you have any funds left over from last year? This includes money in a checking account and/or a petty cash fund. If you are a new troop, this is ZERO.
2. **Annual Membership Dues** Amounts can be calculated by multiplying the number of troop members, both girl and adult, times \$12 (current annual membership dues). DO NOT count any member who received financial assistance from the Council for all of their membership dues.
3. **Weekly Dues** Weekly dues paid by the girls for supplies, etc. should be recorded at each troop meeting. **GSUSA Form "Troop/Group Dues Record"** can be used to keep this information. It lists the girl member names and has a column for each meeting's dues collection. Transfer the total at the end of the year to this column.
4. **Total Beginning Balance and Income** Total up all income (money received) for the year.

Expenses

Annual Membership Dues Use any cancelled checks or council receipts to show payment of membership dues for both girls and adults. Again, do not list any members who may have received financial assistance from the council.

Troop Supplies Did you buy arts and crafts supplies, first aid kit, etc. for the troop to use? Did the troop make T-shirts or sit-upons, or buy camping equipment? Use your receipts to list these supplies.

Community Services Did the troop make a donation to a local charity or organization? (Troop may not solicit funds for other charities, but, as a group, may contribute to them.) Or did the troop give to the Council Honor Fund or Juliette Low World Friendship Fund? List it here.

Special Events Did the troop pay any fees or spend money for Thinking Day events, parades, council sponsored events, etc.?

Field Trips List any transportation cost, admissions fees, pre-trip materials, etc. spent for taking field trips.

Camping/Sleep Overs List fees for the Volunteer Center or other council property; food and other supplies; money spent on troop camping or over-night activities.

Awards & Recognitions Badges, patches, troop/group awards for high sales or perfect attendance, years of membership, etc. How much was spent for these?

Other If it doesn't fall into one of the above categories, list it here with a note of explanation attached.

Total Total all the expenses (money spent) for the year.

Total Cash on Hand Subtract the total expenses amount (4) from Total-Beginning Balance and Income. (3) Your total here should be the amount your troop has in its checking account and/or petty cash.

Estimated Balance after End of Year Activities Do you have plans for activities after you turn in this report – buy badges, have a cook-out or go on a trip? Subtract any money you plan to spend from the Total Cash-On-Hand amount. This line should show what money you expect to have left when all is said and done at the end of the year.