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ANNUAL TROOP FINANCE REPORT GUIDELINES

The purpose of the Annual Troop Finance Report is to provide a uniform system for the reporting to GSEM of all monies for activities and events for troops. Every Troop Volunteer is responsible for accounting for all troop/group funds. The Annual Troop Finance Report form is the tool used to report to girls, parents, the Service Unit and to GSEM how troop funds were managed during the Girl Scout year. Effective management of troop funds models financial responsibility for the girls and helps to communicate with parents the value of the Girl Scout program.

Section 1 thru 3 complete troop information

Section 4 Opening bank balance

Section 5 Total amount of membership dues collected from girls and adults registered

Section 6 List of income from troop dues, activities, programs and events (troop, service unit, and council), donations, and other money earning projects

Section 7a – 7b Income Totals minus Expense Totals

Section 8a – 8b Ending balance of section 7a-7b and bank account balance (most recent statement) and cash on hand

Section 9 Bank Information

Section 10 Future intentions of money >\$100 left in account

Congratulations!

You have completed the Annual Troop Finance Report!

A few things to remember:

- Troop financial record keeping may be delegated to a registered assistant volunteer, troop helper or if you have older girls, the girls in the troop.
- Girls, parents and guardians, and GSEM staff have the right to see this information at any time.
- If troop leadership changes at any time during the year, the outgoing volunteer must file an Annual Troop Finance on his/her date of departure. The Troop Volunteer should close the troop's bank account by asking the bank for a check for the amount remaining in the account. Have the check made payable to GSEM. Because all bank accounts are operated under the GSEM's tax exempt status, any funds remaining in troop accounts when a troop is disbanded must be returned to the GSEM. Be sure all outstanding transactions have been cleared before contacting your bank to close the account. Mail your check, marked with the notation "Disbanded Troop #_____to:
 Girl Scouts of Eastern Massachusetts
 95 Berkeley Street
 Boston, MA 02116
- The new Troop Volunteer is responsible for filing an Annual Troop Finance Report for the remainder of the year.
- Annual Troop Finance Reports are due to the Service Unit Coordinator or Membership Specialist by June 15th of each year.