

## ANNUAL FINANCE REPORT FOR GIRL SCOUT TROOPS/GROUPS

Please submit this form through your Volunteer Toolkit Finance Tab or to your Member Support Specialist **no later than June 15** with all bank statements for **the membership year**, along with an account ledger.

The annual finance report is a detailed account of all the funds received or paid out of the troop treasury, such as payment of membership dues, troop weekly dues, patches, badges, recognitions, trips/events, product sale profits, financial assistance, camp, program supplies, donations, fundraising, purchase of food, etc.

Troop # \_\_\_\_\_ Service Unit Name \_\_\_\_\_ Level \_\_\_\_\_ Year \_\_\_\_\_

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Address of Bank \_\_\_\_\_ Phone \_\_\_\_\_

ACH/Routing # \_\_\_\_\_ Account # \_\_\_\_\_

### ***Names on the Troop Bank Account***

Two unrelated Girl Scout adults affiliated with the troop/group shall be authorized signers on the account, but only one signature shall be necessary to withdraw funds. **We understand this account is only for the purposes of Girl Scouts and is not to be used for personal use.** Furthermore, we understand that Girl Scouts of Northern Illinois, Inc. will have access to all records pertaining to this account and authority to close this account when in the best interest of the troop or council. Pertaining to ACH debits and credits, we hereby authorize **Girl Scouts of Northern Illinois, Inc.**, to initiate debit and credit entries and, if necessary, correction and adjustment entries to troop account at the financial institution listed.

By signing below, we agree to these terms & verify that we are registered Girl Scouts and authorized signers on the account listed above

Signature X \_\_\_\_\_ Signature X \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

**If there is a balance, what plans have been made to use the money?** \_\_\_\_\_

If you have cash on hand, where is money being kept? (Name/Address/Phone) \_\_\_\_\_

**Will the troop continue next membership year? Yes \_\_ No\_\_ If not, please complete the Disbanded Troop Report along with this form.**

### **IMPORTANT**

- Overall accuracy of troop/group finances should be discussed on a regular basis with the entire troop. All questions and concerns should be addressed immediately with the troop leadership team. Finance Report should be made available to parents.
- Girl Scout Troops/Groups are required to keep all receipts in their files for 3 years.
- For questions pertaining to troop/group finances, bank accounts, or disbanding refer to Volunteer Essentials or contact your Service Unit Manager. In the absence of a Service Unit Manager, contact your Member Support Specialist.

Office Use:

Date Received:	Date Reviewed:	Date Approved by Member Support Specialist:	Member Support Specialist Initials: