

End of Year Troop Checklist

As your troop decides if they will take a break or continue the fun for the summer, please use this checklist to renew, close out this year's troop financials, and look forward to what is next for the troop. Should you have any questions, feel free to contact your Membership Engagement Specialist. Thank you for all you do for your troop to have an amazing Girl Scout experience!

Renewal / Financials / Update Form:
Review the <u>MY2026 Troop Leader Renewal Packet</u> (emailed to leaders on March 21st)
Renew by May 31, 2025, for a FREE early renewal patch. Renew troop by June 30, 2025, for the early renewal vouchers incentive.
Submit your troop financials to your Membership Engagement Specialist by June 30, 2025. Please see the enclosed instructions (Year-End Financials), <u>Annual Finance Report</u> , and the <u>ledger template</u> (clicking link automatically downloads excel ledger template).
Complete the <u>Troop Update Form</u> on GSNI's website with any troop changes.
Is your troop bridging to the next Girl Scout level?
Purchase bridging kits for each girl at any GSNI retail location
Review the <i>Girl Scout Bridging Guide</i> . Plan a troop bridging ceremony and/or attend your service unit's bridging ceremony.
Take the next Girl Scout level training in the gsLearn content library by September 30, 2025.

Disbanding/Retiring Troops Only:

If your troop is disbanding or retiring at the end of this membership year, please review the enclosed Troop/Group Disbanding/Retirement Process.

Year-End Financials

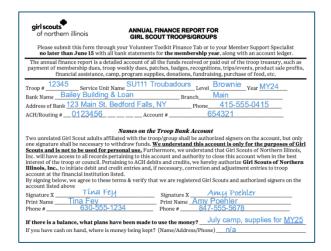
Due: June 30 How to submit:

Paper copies: Drop off at a resource center **or** give to your Membership Engagement Specialist **Electronically:** Email <u>customercare@girlscoutsni.org</u> or your Membership Engagement Specialist

What to submit: Three items must be submitted for year-end financials to be marked complete: Annual Finance report cover sheet, bank statements, and troop account ledger (see samples & details below).

ONE: Annual Finance Report

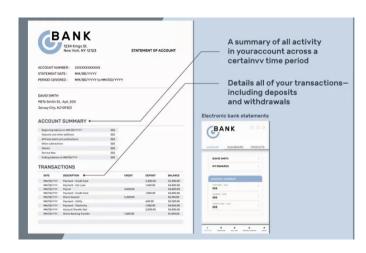
Filled in & signed by both account holders.



TWO: Bank Statements

12 statements (June – May) for troops started prior to this membership year

Statements from 1st month account was opened to end of May for troops new this membership year.



THREE: Troop Account Ledger

A list of expenses & deposits with a starting balance, a description of the transactions, and an ending balance

Troop:	1234	2023-2024 Membership Year		Beginning Balance		100.00	
Date	Check #/	Category	Description	Income	Expense	Balance	
10/1/2023		Troop/Group Dues	Dues (Sarah, Jessica, Parker)	75.00		\$175.00	
10/2/2023		Troop/Group Dues	Dues (Sally, Jessie, Raphael)	75.00		\$250.00	
10/5/2023	123	Supplies	Dollar Tree - supplies & snacks for meetings		25.65	\$224.35	
11/1/2023	124	Program Events/Trips	Roller Skating Party		80.00	\$144.35	
11/2/2023	125	Badges, Patches & Uniforms	GSNI - skate patches		12.00	\$132.35	
3/1/2024		Cookies	Cookies - Sarah	160.00		\$292.35	
3/2/2024		Cookies	Cookie Booth - Dunkin Donuts - 02-26	280.00		\$572.35	
3/5/2024		Cookies	GSNI - initial cookie sweep		140.00	\$432.35	
3/10/2024		Program Events/Trips	Baseball game tickets		100.00	\$332.35	
5/15/2024	126	Miscellaneous	End of year pizza party		74.98	\$257.37	
5/30/2024		GSUSA Registration Fees	Troop Renewal for MY25		150.00	\$107.37	End Balance



ANNUAL FINANCE REPORT FOR GIRL SCOUT TROOPS/GROUPS

Please submit this form with the account ledger and bank statements (June-May) via email to <u>Customercare@girlscoutsni.org</u>, or to your Membership Engagement Specialist no later than June 30.

The annual financial submission is a detailed account of all funds received or paid out of the troop/group bank account, 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	n the Troop Bank Account	
one signature sha Scouts and is not have access to all the troop or coun Inc., to initiate de the financial insti	Il be necessary to withdraw function be used for personal use. Fur records pertaining to this accounties. Pertaining to ACH debits and the contract and credit entries and, if necessitation listed. We agree to these terms and very series and very series.	ds. We understand this account arthermore, we understand Girl S ant and authority to close this acc d credits, we hereby authorize Gi	scouts of Northern Illinois, Inc. will count when in the best interest of rl Scouts of Northern Illinois, and entries to the troop account at
Signature X		Signature X	
Print Name		Print Name	
Phone #		Phone #	
Troop bank accor	unt balance:		
How does the tro	op plan to spend these funds?		
If you have cash	on hand, what is the balance ar	nd where is the money being kep	ot? (Amount/Name/Address/Phone)
Will the troop co	ntinue next membership year?	Yes No_	

IMPORTANT NOTES:

zero balance Troop Financial Report by September 30.

• 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 leaders. Finance Report should be made available to parents.

If not, please complete the Troop/Group Disbandment/Retirement Form on GSNI's website and submit a final

- 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 <u>Volunteer Essentials</u>, <u>GSNI's Volunteer Policies and Procedures</u> or contact your Service Unit Manager. In the absence of a Service Unit Manager, contact your Membership Engagement Specialist.

Ledger Template

Troop:		2024 - 2025	Membership Year	Beginning Balance			
Date	Check #/Trans ID	Category	Description	Income	Expense	Balance	
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Disbanding a Troop

When a troop is considering disbandment, GSNI would like the leaders, girls, and families to come together and discuss the options. We want the girls to have an opportunity to continue in Girl Scouts should they wish to do so.

We understand leaders need to step away due to various reasons and we hope there are others who are willing to step up for the troop to continue. We ask for the current leaders to assist in finding replacement leaders. When new leaders are found, they will need to register, complete a background check, and take required troop leader training.

Troops considering disbandment should follow these steps:

- 1. Meet with your troop families to determine if there are adults who will step up as leaders and discuss what the girls would like to do.
- 2. Discuss with the girls how they would like to spend any remaining funds such as going on field trips, going on an overnight, donating to a charity, another troop, the service unit, the service unit's camp, or GSNI. Funds cannot be spent on gift cards, savings for college, tuition reimbursement, or personal expenses.
- 3. Contact your Service Unit Manager and/or Service Unit Registrar to let them know about the troop disbandment. It is important to explain how the family meeting went and if there are any girls who need placement into a different troop.
- 4. Ensure your Membership Engagement Specialist is made aware of the disbandment either by the leaders or the service team.
- 5. Make plans and spend the remaining funds as the girls have decided.
- 6. Close the troop bank account and obtain documentation the account is closed.
- 7. Complete and submit a final financial packet, which includes the completed Final Financial Report, a ledger showing how the remaining funds were spent, bank statements, and the account closure documentation.
- 8. Complete and submit the <u>Troop/Group Disbandment/Retirement Form</u>

Retiring (Graduating) Troops

Retiring (Graduating) Troops will follow the above-mentioned steps 5-8.

NOTE: Leaders of disbanding and retiring troops should reference the <u>Volunteer</u> <u>Policies, Procedures, and How-Tos</u> manual for the official policies and procedures: page 38 (Financial Implications due to Troop Changes) and page 59 (Considering Disbanding the Troop).