



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 [MY2026 Troop Leader Renewal Packet](#) (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), [Annual Finance Report](#), and the [ledger template](#) (clicking link automatically downloads excel ledger template).
- ☐ Complete the [Troop Update Form](#) 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 [Girl Scout Bridging Guide](#). 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 customer care@girlscoutsni.org 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.



girl scouts
of northern illinois

ANNUAL FINANCE REPORT FOR
GIRL SCOUT TROOP/GRROUPS

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 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 #	12345	Service Unit name	SU111 Troubadours	Level	Brownie	Year	MY24
Bank Name	Bailey Building & Loan		Branch	Main			
Address Bank	123 Main St. Bedford Falls, NY		Phone	415-555-0415			
ACH/Routing #	0123456		Account #	654321			

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  Print Name Tina Fey Phone # 630-555-1234	Signature X  Print Name Amy Poehler Phone # 847-555-5678
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If there is a balance, what plans have been made to use the money? July camp, supplies for MY25

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

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.

[illegible]

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	75.00		\$175.00	
10/2/2023		Troop/Group Dues	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 - Sarah	160.00		\$292.35	
3/2/2024		Cookie Booth - Dunkin Donuts - 02-26	280.00		\$572.35	
3/5/2024		Cookies		140.00	\$432.35	
3/10/2024		Program Events/Trips		100.00	\$332.35	
5/15/2024	126 Miscellaneous	End of year pizza party		74.98	\$257.37	
5/30/2024		GSUSA Registration Fees		150.00	\$107.37	End Balance
		Troop Renewal for MY25				

ANNUAL FINANCE REPORT FOR
GIRL SCOUT TROOPS/GROUPS

Please submit this form with the account ledger and bank statements (June-May) via email to Customercare@girlscoutsnl.org, 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 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 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 the troop account at the financial institution listed.

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

Signature X _____	Signature X _____
Print Name _____	Print Name _____
Phone # _____	Phone # _____

Troop bank account balance: _____

How does the troop plan to spend these funds?

If you have cash on hand, what is the balance and where is the money being kept? (Amount/Name/Address/Phone)

Will the troop continue next membership year? Yes __ No__

If not, please complete the [Troop/Group Disbandment/Retirement Form](#) on GSNI's website and submit a final zero balance Troop Financial Report by September 30.

IMPORTANT NOTES:

- 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.
- 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](#), [GSNI's Volunteer Policies and Procedures](#) or contact your Service Unit Manager. In the absence of a Service Unit Manager, contact your Membership Engagement Specialist.

Ledger Template

[illegible]

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 [*Troop/Group Disbandment/Retirement Form*](#)

Retiring (Graduating) Troops

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

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