

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/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 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	Bayline 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	Tina Fey	Signature X	Amy Poehler
Print Name	Tina Fey	Print Name	Amy Poehler
Phone #	630-555-1234	Phone #	847-555-9876

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.

BANK

1234 Kings St.
New York, NY 12123

STATEMENT OF ACCOUNT

ACCOUNT NUMBER : XXXXXXXX0000XX
STATEMENT DATE : MM/DD/YYYYY
PERIOD COVERED : MM/DD/YYYYY TO MM/DD/YYYYY

DAVID SMITH
9175 Swift St., Apt. 103
Jersey City, NJ 09123

ACCOUNT SUMMARY

Beginning Balance as MM/DD/YYYY	\$55.
Deposits and other additions	\$55.
ATM and debit card withdrawals	\$55.
Other deductions	\$55.
Earnings	\$55.
Service fees	\$55.
Ending Balance as MM/DD/YYYY	\$55.

TRANSACTIONS

DATE	DESCRIPTION	CREDIT	DEPOSIT	BALANCE
MM/DD/YYYY	PAYROLL - Credit Card	2,500.00	\$2,500.00	
MM/DD/YYYY	PAYROLL - Car Loan	1,500.00	\$2,500.00	
MM/DD/YYYY	PAYROLL - Gas Station	4,000.00	1,500.00	\$4,000.00
MM/DD/YYYY	PAYROLL - Credit Card	1,000.00	\$2,500.00	
MM/DD/YYYY	Check Deposit	3,000.00	1,000.00	\$4,500.00
MM/DD/YYYY	PAYROLL - Utility	400.00	\$4,500.00	
MM/DD/YYYY	PAYROLL - Shopping	1,000.00	\$4,000.00	
MM/DD/YYYY	Account Transfer-In	2,000.00	\$2,500.00	
MM/DD/YYYY	Online Banking Transfer	1,000.00	\$1,500.00	

A summary of all activity in your account across a certain time period

Details of all your transactions – including deposits and withdrawals

Electronic bank statements

BANK

- ACCOUNT
- DASHBOARD
- PRODUCTS

David Smith

MY SERVICES

Account Summary

SERVICES

TRANSFER FUND

STANDARD AUTO PAY

BILLS

LOCATIONS

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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				