Year-End Financials

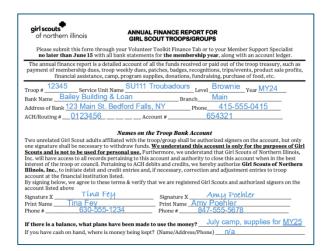
Due: June 30 How to submit:

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

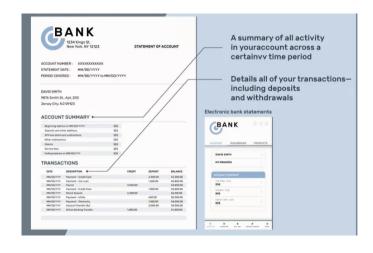
Filled in & signed by both account holders.



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	g 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