

# Troop/Group Financial Report

GIRL SCOUTS – DIAMONDS OF ARKANSAS, OKLAHOMA AND TEXAS

**Leader/Advisor: This is your copy of the Troop/Group Financial Report for the reporting period indicated below. Please complete and return to your membership and marketing specialist no later than May 31<sup>st</sup>.**

- A. Be sure to fill in all applicable spaces **ON BOTH SIDES** of the form.
- B. Send one copy to your MMS by due date above.
- C. Send a copy of your most recent **troop/group bank statements**.
- D. **Keep one copy for your records.**
- E. Leader/Advisor's are asked to keep all receipts and bank statements on file.

*Troop/groups cannot participate in council product sales, troop/group money-earning projects, or continue under current leadership, in the following year unless these Troop Financial Reports and Troop bank statements are on file with the council office.*

Troop/Group# \_\_\_\_\_ Level \_\_\_\_\_ Service Unit \_\_\_\_\_  
Troop/Group Leader \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Account: Girl Scouts – D.A.O.T. Troop/Group# \_\_\_\_\_  
Bank \_\_\_\_\_ Account # \_\_\_\_\_  
Bank Address \_\_\_\_\_  
Names of persons authorized to sign checks  
1) \_\_\_\_\_ 3) \_\_\_\_\_  
2) \_\_\_\_\_ 4) \_\_\_\_\_

## TROOP INCOME:

Cash balance from previous report .....	\$ _____
National membership dues collected at \$10.00 per person .....	\$ _____
Troop/Group dues collected from girls/parents .....	\$ _____
Additional money collected from girls/parents for troop/group program activities .....	\$ _____
Total profit collected from QSP/Nut Sale .....	\$ _____
Total profit collected from Cookie Sale .....	\$ _____
Cash donations (from sponsors, etc.) .....	\$ _____
Troop/Group money earning projects .....	\$ _____
Other (please specify) .....	\$ _____
<b>Total Income</b> .....	<b>\$ _____</b>

## TROOP EXPENSES:

National membership dues paid at \$10.00 per person .....	\$ _____
Trip or camping expense .....	\$ _____
Event registration fees paid .....	\$ _____
Pins, badges, handbooks and other girl equipment or insignia purchased .....	\$ _____
Program equipment purchased (song tapes, flags, resource books, etc.) .....	\$ _____
Miscellaneous program supplies (crafts, service projects, ceremonies, etc.) .....	\$ _____
Adult expenses (leader training fees, appreciation gifts, etc.) .....	\$ _____
Other (please specify) .....	\$ _____
<b>Total Expenses</b> .....	<b>\$ _____</b>
LEAVING A CASH BALANCE OF .....	\$ _____

# COMPLETE BOTH SIDES OF THIS FORM WHEN APPLICABLE

1) If there is a cash balance of more than \$250.00 what will the money be used for and when will it be used?

2) Signatures of at least 50% of troop parents indicating their understanding of what the money will be used for and when it will be used.

Leader/Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Leader/Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **IMPORTANT TROOP/GROUP FUNDS GUIDELINE**

### **HOW TO USE TROOP/GROUP FUNDS:**

Troop/Groups are encouraged to use troop/group funds: 1) in the year the money is earned, 2) on programs that benefit the girls who earned it, 3) to pay membership dues for the following year. When ending with a cash balance of more than \$250, the girls and their parents should have a clear understanding of the long-term plans for the funds.

