



Group Finance Report

All Girl Scout Member Groups (troops, clusters, day camps, service units, etc.) must submit this finance report, along with copies of 12 monthly bank statements, to GSSI by July 30 each year.

Group number: _____	Registration area/SU: _____	Year: _____
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Account number/Bank: _____

Authorized signers: _____

The information on this report is accurate to the best of our knowledge.

Printed name & signature of Group Adult Lead Volunteer	Date
_____	____/____/____
Printed name & signature of Group Treasurer or Adult Assistant Volunteer	Date
_____	____/____/____

The record below is a detailed account of all the monies received or paid out of troop/group treasury, such as payment of dues, purchase of supplies, sale of tickets, payment of transportation, and payment of membership dues. (Printouts from financial software may be attached instead of detailing below.)

IMPORTANT REMINDERS
 All funds of Girl Scout member groups (groups, troops, clusters, day camps, service unit events, etc.) should be held in a checking account. The account should include the council's name, the identifying name or number of the group, and the signature of at least two authorized people, not related to the other co-signer. Two authorized people should sign all disbursements.

Date	Item	Expenses	Income	Balance
	Bank account balance from previous year	-	-	
	Initial petty cash, if any	-	-	

Over

