

Submitting Finance Reports 2024

All Girl Scout member groups (troops, day camps, service units, etc.) must complete a finance report each year. **This year, finance reports must be submitted between May 31st and June 14th.**

What to Submit: The [finance report form](#) & copies of monthly bank statements as outlined below.

- **Existing accounts:** Start from the month you left off after sending last year's financial report through April 2024.
- **New troops/accounts:** Start from the month you opened your account through April 2024.
- **Note: Please do not include receipts with your report,** but remember that GSSI may request receipts from any group/troop at any time if needed, so please save all receipts.

Submit To: Reports can be emailed to kconsley@girlscouts-gssi.org (ensure the finance form is completed and all bank statements are attached), dropped off at the council office during business hours, or mailed to:

Girl Scouts of Southwest Indiana
5000 E Virginia St, Suite 2
Evansville, IN 47715

Please contact the Director of Membership, Kim Consley, at kconsley@girlscouts-gssi.org with questions, comments, or concerns.

This information is the most up-to-date and supersedes any previous directions. Thank you for your continued support and cooperation!