girl scouts of southwest indiana

Troop/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 (or the number of months your group has been active) and all receipts of purchases made $500 or more to GSSI each year.

Troop/Group Number_____ Registration Area/SU _____ Year _____

Account Number_____ Bank _____

Authorized Signers _____ _____

_____ _____

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

Printed name & signature of Troop/Group Adult Lead Volunteer Date

_____ _____ ____/____/____

Printed name & signature of Troop/Group Treasurer or 2nd Lead Volunteer Date

_____ _____ ____/____/____

IMPORTANT REMINDERS:

All funds of Girl Scout member groups (groups, troops, clusters, day camps, service units, etc.) must 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.

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

DATE	ITEM	EXPENSE	INCOME	BALANCE
	Bank account balance from previous year	-	-	
	Initial petty cash (if any)	-	-	

TROOP/GROUP NUMBER:			YEAR:	
DATE	ITEM	EXPENSE	INCOME	BALANCE
	Final Petty Cash (if any)			
	(Continue next page if needed) Totals			

Finance reports are due to the council by May 31 of the current membership year.

TROOP/GROUP NUMBER:			YEAR:	
DATE	ITEM	EXPENSE	INCOME	BALANCE
	Final Petty Cash (if any)			
	Totals			

Finance reports are due to the council by May 31 of the current membership year.