Girl Scouts of Southeastern Michigan

EXPLANATION OF HEADING ON TROOP FINANCIAL RECORD AND ANNUAL FINANCIAL REPORT OF TROOPS

Use Troop Financial Record daily to record money collected / received / paid out. Annual Financial Report is due to GSSEM Finance Dept. by June 21st for year ending May 31st (or within 15 days after a troop disbands). Include a copy of the May bank statement for your Troop account.

Email to annualfinancereport@gssem.org OR Fax to 313-309-1193.
Please include your Service Unit # and Troop # in the subject line of email.

Open the MS Excel Spreadsheet and save it to your appropriate My Documents Girl Scout folder.
Note there are 4 tabs at the Bottom of the sheet: EXPLANATIONS, INCOME, EXPENSES, REPORT.
Record money received on the INCOME sheet in the proper column; record money paid out on the EXPENSES sheet.
The REPORT page will automatically summarize and calculate the dollar amounts by category!

INCOME (Money Received / Collected)

1 MEMBERSHIP REGISTRATION FEES - Registration fees (membership) collected from girls and adults. If fees are included in dues paid by girls, enter in this column only registration fees received from adults.
2 TROOP DUES - Weekly dues paid by girls
3 COOKIE PROGRAM - All money collected from the Cookie Program
4 FALL PROGRAM - All money collected from the Fall Program (candy, nuts & magazines)
5 MONEY-EARNING ACTIVITIES - Money collected from Money-earning except cookies and fall sale {i.e. car washes, etc.}
6 TROOP SUPPLIES - Money for Badges, Uniform Pieces, Craft Supplies, Ceremony Materials, etc.
7 CAMPING - Money collected toward expenses of troop camping trip.
8 TRIPS (NOT CAMPING) - Money collected for a trip that does not involve camping.
9 COUNCIL / COMMUNITY EVENTS - Money collected toward Council or Community events.
10 OTHER - MISCELLANEOUS INCOME - Other income that does not pertain to one of the categories above

EXPENSES (Money paid out)

1 MEMBERSHIP REGISTRATION FEE - Registration fees (membership) paid for girls and adults.
2 COOKIE PROGRAM - All money paid to GSSEM for the Cookie Program
3 FALL PROGRAM - All money paid to GSSEM for the Fall Program (candy, nuts, & magazines)
4 MONEY-EARNING ACTIVITIES - All money paid for items to be sold, made, etc.
5 CAMPING - Money for site rental, transportation, food, etc. for camping
6 TRIPS (NOT CAMPING) - Money paid for transportation, food, lodging, etc.
7 COUNCIL / COMMUNITY EVENTS - Money paid toward, or for expenses, or for programs shared with or sponsored by other troops or your Community.
8 TROOP SUPPLIES - Badges, Uniform Pieces, Books, Craft Supplies, Ceremony Materials, etc.
9 OTHER - MISCELLANEOUS EXPENSES - Other expenses that do not pertain to one of the categories above

Last Update: April 2025

Girl Scouts of Southeastern Michigan

PLEASE SUBMIT THIS SHEET WITH TROOP ANNUAL REPORT

Troop Financial Record

Troop # 0

	1	2	3	4	5	6	7	8	9	10	
Date	Membership Registration Fees	Troop Dues	Cookie Program	Fall Program	Money Earning Activities	Troop Supplies	Camping	Trips	Council / Comm Events	Other Misc. Income	Summary (Notes)
Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	

Last Updated: 5/8/202510:22 AM

Girl Scouts of Southeastern Michigan

PLEASE SUBMIT THIS SHEET WITH TROOP ANNUAL REPORT

Troop Financial Record **EXPENSES** Troop # 0

	1	2	3	4	5	6	7	8	9	
Date	Membership Registration Fees	Cookie Program	Fall Program	Money Earning Activities	Camping	Trips	Council / Comm Events	Troop Supplies	Other Misc. Expenses	Summary (Notes)
Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	

Last Updated: 5/8/202510:22 AM

GIRL SCOUTS OF SOUTHEASTERN MICHIGAN
Troop Annual Financial Report

Service Unit#	
Troop #:	
Grade Level	
# of Girls as of Report:	

Covers Period _____ 20 ___ to ___ _____ 20

Report due to GSSEM Finance Dept. by June 21st for the year ending May 31 or within 15 days after Troop disbands. Keep one (1) copy with Troop Files.
*****Include a copy of the May bank statement.*****

I hereby certify that the monies collected and earned in the name of Girl Scouting purposes, current and future.
Signature of person making this report: _____
Girl Scout Position: _____ Date: _____
Name of Bank or Credit Union: _____ Acct. # Last 4 digits: _____
Address: _____ City: _____ Zip: _____
Name of Individuals authorized to Sign Checks: _____

	Funds on Hand June 1 of Previous Year or date of Last Report	**A**	← MUST BE COMPLETED
	INCOME		
1	Membership Registrations - Total Collected	$ -	
2	Troop Dues - Total Collected	$ -	
3	Cookie Program - Total Collected	$ -	
4	Fall Program - Total Collected	$ -	
5	Money Earning Activities - Total Collected	$ -	
6	Troop Supplies - Total Collected for All Items	$ -	
7	Camping - Total Collected	$ -	
8	Trips (not camping) - Total Collected	$ -	
9	Council / Community Events - Total Collected	$ -	
10	Other Miscellaneous Income - Total Collected	$ -	
	Total INCOME - Items 1 - 10	**B $ -**	
	Total Interest Earned	**C $ -**	
	Total Funds - Items A+B+C	**D $ -**	
	EXPENSES		
1	Membership Registration - Total Membership Fees Paid for Girls and Adults	$ -	
2	Cookie Program - Total Paid to GSSEM	$ -	
3	Fall Program - Total Paid to GSSEM	$ -	
4	Money Earning Activities - Total Paid	$ -	
5	Camping - Total Paid	$ -	
6	Trips (not camping) - Total Paid	$ -	
7	Council / Community Events - Total for All Events	$ -	
8	Troop Supplies - Total Paid for all Items	$ -	
9	Other Miscellaneous Expense - Total of All Such Items	$ -	
	TOTAL EXPENSES - Items 1-9	**E $ -**	
	BALANCE ON HAND - D-E	**F $ -**	

What are the troop's plans for the remainder??_____