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 gssem-finance@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: February 2020
# Troop Financial Record

## Girl Scouts of Southeastern Michigan

Please submit this sheet with troop annual report.

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>Membership Registration Fees</td>
<td>Troop Dues</td>
<td>Cookie Program</td>
<td>Fall Program</td>
<td>Money Earning Activities</td>
<td>Troop Supplies</td>
<td>Camping</td>
<td>Trips</td>
<td>Council / Comm Events</td>
<td>Other Misc. Income</td>
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<td>Totals</td>
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Last Updated: 2/24/2020 8:55 AM
# Troop Financial Record

**EXPENSES**

<table>
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<tr>
<th>Date</th>
<th>Membership Registration Fees</th>
<th>Cookie Program</th>
<th>Fall Program</th>
<th>Money Earning Activities</th>
<th>Camping</th>
<th>Trips</th>
<th>Council / Comm Events</th>
<th>Troop Supplies</th>
<th>Other Misc. Expenses</th>
<th>Summary (Notes)</th>
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Girl Scouts of Southeastern Michigan

PLEASE SUBMIT THIS SHEET WITH TROOP ANNUAL REPORT

Last Updated: 2/24/2020 8:55 AM
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: ____________________________ Date: ______________

Name of Bank or Credit Union: ____________________________ Acct. # Last 4 digits: ____________

Name of Individuals authorized to Sign Checks: ____________________________________________

<table>
<thead>
<tr>
<th>Funds on Hand June 1 of Previous Year or date of Last Report</th>
<th>A</th>
<th>MUST BE COMPLETED</th>
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</thead>
<tbody>
<tr>
<td>1 Membership Registrations - Total Collected</td>
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<tr>
<td>2 Troop Dues - Total Collected</td>
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<td>3 Cookie Program - Total Collected</td>
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<td>4 Fall Program - Total Collected</td>
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<tr>
<td>5 Money Earning Activities - Total Collected</td>
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<tr>
<td>6 Troop Supplies - Total Collected for All Items</td>
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<tr>
<td>7 Camping - Total Collected</td>
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<tr>
<td>8 Trips (not camping) - Total Collected</td>
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<tr>
<td>9 Council / Community Events - Total Collected</td>
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<tr>
<td>10 Other Miscellaneous Income - Total Collected</td>
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<td>Total INCOME - Items 1 - 10</td>
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<td>Total Interest Earned</td>
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<tr>
<td>Total Funds - Items A+B+C</td>
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</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>E</th>
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<tbody>
<tr>
<td>1 Membership Registration - Total Membership Fees Paid for Girls and Adults</td>
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</tr>
<tr>
<td>2 Cookie Program - Total Paid to GSSEM</td>
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<tr>
<td>3 Fall Program - Total Paid to GSSEM</td>
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<td>4 Money Earning Activities - Total Paid</td>
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<td>7 Council / Community Events - Total for All Events</td>
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<td>8 Troop Supplies - Total Paid for all Items</td>
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<td>9 Other Miscellaneous Expense - Total of All Such Items</td>
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<tr>
<td>TOTAL EXPENSES - Items 1-9</td>
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<tr>
<td>BALANCE ON HAND - D-E</td>
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What are the troop's plans for the remainder?? ____________________________________________

Last Updated: 2/24/2020