

# 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 15th 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](mailto:gssem-finance@gssem.org) OR Fax to 313-309-1193.**

**Please include your District # 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 SALE - All money collected from the sale of cookies
- 4 FALL SALE - All money collected from the Fall Sale
- 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 SALE - All money paid to GSSEM for the sale of cookies
- 3 FALL SALE - All money paid to GSSEM for the sale of nuts.
- 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





# GIRL SCOUTS OF SOUTHEASTERN MICHIGAN

## Troop Annual Financial Report

|                          |       |
|--------------------------|-------|
| District#                | _____ |
| Troop #:                 | _____ |
| Grade Level              | _____ |
| # of Girls as of Report: | _____ |

Covers Period: \_\_\_\_\_ to \_\_\_\_\_

**Report due to GSSEM Finance Dept. by June 20th 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             |
|---|---------------|
| <b>INCOME</b>   |               |
| 1 Membership Registrations - Total Collected                                | \$ -          |
| 2 Troop Dues - Total Collected  | \$ -          |
| 3 Cookie Sale - Total Collected   | \$ -          |
| 4 Fall Sale - 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                             | \$ -          |
| <b>Total INCOME - Items 1 - 10</b>  | <b>B \$ -</b> |
| <b>Total Interest Earned</b>  | <b>C \$ -</b> |
| <b>Total Funds - Items A+B+C</b>  | <b>D \$ -</b> |
| <b>EXPENSES</b>   |               |
| 1 Membership Registration - Total Membership Fees Paid for Girls and Adults | \$ -          |
| 2 Cookie Sale - Total Paid to GSSEM   | \$ -          |
| 3 Fall Sale - 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                     | \$ -          |
| <b>TOTAL EXPENSES - Items 1-9</b>   | <b>E \$ -</b> |
| <b>BALANCE ON HAND - D-E</b>  | <b>F \$ -</b> |

← MUST BE COMPLETED

What are the troop's plans for the remainder?? \_\_\_\_\_