

TROOP FINANCES ANNUAL TROOP FINANCE REPORT DUE BY JUNE 30, 2020

Every troop must complete an Annual Troop Finance Report each year and turn it in to the Woodbury Service Unit Treasurer. If you are not the Girl Scout Troop's Treasurer, then please forward this message to the treasurer.

Instructions

1. Gather up your bank statements, or sign online to Wells Fargo, and print out June 30th, 2019 bank statement, and your May 31st, 2020 bank statement or a bank statement with a May 2020 ending date. Either scan the May 2020 bank statement to save as a PDF or image file or download the PDF bank statement from Well Fargo's website. You will need it for later in the process.

2. Prepare by gathering information regarding income (deposits) made in your troop's checking account: Dues Collected, Cooke Sales Proceeds, Snack/Magazine sale Proceeds, Troop money earning projects, Donations/Sponsorships, Interest on bank account, other troop income.

3. Prepare for filling out the finance report by gathering receipts and transactions on your check book. Categorize the expenses into the following categories: Membership registrations, Program activities, Troop Supplies, River Valley Shop purchases, Service Projects, and Other Expenses.

Click on the following link <https://volunteers.girlscoutsrv.org/reference/forms/finance-report/>

4 Select Troop Finance Report, Fill in your name, email, and Troop number.

5 Select Woodbury under Service Unit.

6 Under Service Unit Manager or Treasurer Email – please enter:

Stevenson282c@gmail.com == that is my email account.

7 Fill in all the banking information and signer information.

8 Fill in the Beginning balance from your June 30, 2019 statement (last year's beginning statements a statement with a date in June 2019 if not the last day of the month. (Fiscal year is June 1, 2019 through May 31, 2020.

9 Fill in the income and expense information based on your calculations above.

10 Fill in under Part 5 – any outstanding checks or deposits that have not cleared the bank yet.

11 Click to upload your bank statement that you previously download on step above.

12 If your troop is disbanding, click on Yes, otherwise you should click on No for the Troop disbanding question.

13 Click on Submit. (Important step)

No need to send me or the council any documents or any information. By clicking on Submit it will send the information to both the council and to me.

Remember all bank statements and receipts must be retained for 7 years.

If you have any questions, please contact the [Woodbury Service Unit Treasurer](#) - Cathy Stevenson at my email stevenson282@gmail.net. Please put "Girl Scout Finance Report Question" in the email subject

Thank you.

Cathy Stevenson