Annual Financial Report

girl scouts
of northern indiana
michiana

This form is a hard copy version of the Finance Tab on the Volunteer Toolkit. The Finance Tab is the preferred method for submitting the Group Financial Record and monthly bank statements for July 2018 – May 2019, due by June 21, 2019. If your group cannot submit the information through the Finance Tab, please fill out this form and submit with the required documents.

Name_____ **Troop**_____ **Community**_____ **Date**_____

Account Summary

Using your Group Financial Record, add together the transactions under each income and expense category. The Group Financial Record includes explanations for each category.

Starting Balance (as of July 1, 2018):   _____

Income
Fall Program Deposits: _____

Cookie Program Deposits: _____

Dues Collected: _____

Fees Collected for Trips/Events: _____

Approved Money-Earning Projects: _____

Other: _____

Total Income =   _____

Expenses:
Membership Registration Dues Paid: _____

Fall Product/ Cookie Money Paid to Council: _____

Badges/Uniforms/Pins Etc.:   _____

Trip Costs: _____

Event Costs: _____

Supplies: _____

Other: _____

Total Expenses =   _____

Starting Balance +Total Income – Total Expenses = _____ (Ending Balance)

Ending Balance Note:

Money earned from the prior product programs should be budgeted to support troop activities until the next product programs. It's OK to have a balance; just make sure that there are plans to spend it (ex: membership dues, fall activities, etc.).

Bank Information:

Bank Name _____Branch Name_____

Last four digits of account number: ____ ____ ____ ____

Signers on Checking Account: _____

_____

Questions:

1. What is the status of the Troop for the next membership year?

___Returning   ____Merging with another troop   ___Disbanding   ___Not sure

2. Let us know the plans for spending troop money between now and the next product programs. Also indicate any long-term plans for saving money (example: extended trips).

_____

_____

_____

_____

3. How many girls are in your troop? _____

For the next questions, if it doesn't apply, just put "no." Reminder: cookies must be sold by the expiration date of September 1, 2019. Product Program Volunteers are responsible for making sure that all money for the cookies is deposited into the troop bank account.

4. Are there boxes of cookies that the troop chose to purchase in order to donate, use as snacks for a trip or meetings, etc.? If yes, indicate the amount and how they were used.

_____

_____

_____

5. Are there additional boxes of cookies at this time that need to be sold? If yes, indicate the amount and the plans for selling them by the expiration date.

_____

_____

_____

6. Please provide your troop's information (if you don't know, please say "unsure").
Meeting Time _____

Meeting Day of the week _____

Meeting Location _____

How often your troop meets _____

When will your first meeting be in the fall? _____

7. What is your troop's main focus? For example, are you a camping or adventure focused troop, an artsy troop, or do you have a cultural or faith-based focus? This helps us to ensure that girls are placed in troops that are the best fit for them.

_____

_____

_____

8. What is your desired maximum number of girls in your troop? (Please note, your maximum should not be less than 12 girls to ensure all girls have a great troop experience-Stay tuned for more about the value of 12 girls).

_____

9. Who are the co-leaders in this troop for next year?

_____

_____

10. Who is the Treasurer in this troop for next year? _____

11. Who is the Product Program Coordinator for the troop for next year? _____

12. Does your troop plan to have meetings during the summer? If so, are you willing to be open in the online troop finder?

_____

13. Are you willing to be open in the online troop finder for the 2020 Membership year starting August 1st?

_____

14. Is there any other information we should know about your troop?

_____

_____

_____

Required attachments

☐ Group Financial Record (July 2018 – May 2019)

☐ July 2018 through May 2019 Monthly Bank Statements*

*You are not required to submit monthly bank statements for the months the troop was banking with a GSNI-M preferred bank. For an up-to-date listing, please refer to the Volunteers Tab (http://www.girlscoutsnorthernindiana-michiana.org/en/for-volunteers/preferred-banks.html).