

# Troop Financial Record

This form is submitted annually and must be shared on a regular basis with troop members, and made available to any staff member, volunteer, or caregiver/girl who requests it. A copy of this form (along with bank statements if not at a preferred bank) is due by June 25.

## Directions:

Record each transaction from the troop account on this form as it occurs. Write the date, a description of the transaction, and its income/expense category. Write the exact amount of the transaction and keep a running balance. There is an Excel version of this record. The Excel spreadsheet automatically adds the income and expense categories together and separates into categories for ease of filing on the VTK Finance tab.

This record is **due by June 25** for information from **June 1 of the previous year through May 31 of the current year**. Monthly bank statements are due for months not banking with a GSNI-M preferred bank: Horizon, 1<sup>st</sup> Source, PNC, 1<sup>st</sup> Bank of Berne, and Lake City. There are two ways to submit this form:

- **Finance Tab on the Volunteer Toolkit (online).** The **Finance Tab** will ask you to give a summary of the income and expenses using the categories below plus a few, quick questions. After clicking “submit,” you will attach the **Troop Financial Record** and the **monthly bank statements**, if needed.
- **Hard copy submission.** If submitting a hard copy, submit this **Troop Financial Record, monthly bank statements** (if needed), and the **Annual Finance Report** hard copy form.

All forms may be found on the GSNIM website under the **Volunteers - Forms & Documents – Finance tab**.

Category	Description
<b>INCOME:</b>	
Fall Program Deposits	Deposits of money the troop kept (profit) AND money deposited into the troop account that was eventually paid out to Council.
Cookie Program Deposits	Deposits of money the troop kept (profit + any troop donations) AND money deposited into the troop account that was eventually paid out to Council.
Dues Collected	Some troops collect dues from its members to support troop activities.
Fees Collected for Trips/Events	Money collected to cover the cost of trips, activities, or other events. This also includes registration fees collected for Service Unit/ Community and Council events/camps.
Approved Money-Earning Projects	Projects the girls used to earn money outside of Fall and Cookie programs. All additional money-earning projects must be approved by GSNI-M in advance using the <b>Group Money-Earning Application</b> .
Other Income	Any money received that does not fit in one of the categories above.
<b>EXPENSES:</b>	
Membership Registration Fees Paid by Troop/Group	The cost incurred by the troop for paying annual GSUSA membership registration fees and the Council service fee.
Fall Program money paid to Council	Money the troop received and deposited into the council account from the Fall Product Program.
Cookie Money Paid to Council	Money received and deposited into the council account from the Cookie Program including any Cookie Share donations.
Uniforms/Badges/Pins Etc.	Uniforms, badges, pins, and any recognitions purchased for the girls (patches, membership stars and discs, etc)
Trip Costs	Expenses incurred for the group to take short or extended trips/outings. This could be anything from a zoo day trip to an international trip. Please follow all procedures for trips in <b>Group Policy 8 of Volunteer Policies</b> , submitting any required paperwork.
Event Costs	The cost for the troop to attend SU/ Community or Council events, or to plan and host a SU/ Community or Council-wide event.
Supplies	Cost of troop supplies such as items needed to complete Journey/badge work, do service projects, snack, etc.
Other Expenses	All other use of group funds that do not fit in a category above.













