

Council Policy Statement:

Each troop and service unit shall submit an Annual Troop Financial Report to their council membership staff by June 15 each year.

ANNUAL TROOP FINANCIAL REPORT

Troops and service units submit this financial report *even if the program year is not completed*. Make a copy for the troop records before turning in to your membership staff. **NO RECEIPTS NECESSARY. Complete ALL sections.**

For the period of _____, 20__ to _____, 20__ Service Unit _____

School _____ Troop # _____ Age Level (circle one) D B J C S S2B

Adult's Name _____

Address/City/Zip _____

Day Phone _____ Email _____

\$ _____ **TOTAL INCOME** - \$ _____ **TOTAL EXPENSE** = \$ _____ **BALANCE ON HAND**
(total columns A-G plus balance from previous year) *(total columns H-M)* *(column N)*

WHAT PLANS DOES THE TROOP/SERVICE UNIT HAVE FOR THE BALANCE ON HAND?

WHERE IS YOUR MONEY HELD?

Troop/service unit funds in the amount of \$ _____ are deposited in (bank name) _____
 in the city of _____ in the account of Girl Scouts of the Fox River Area, Inc., Troop/Group # _____
 or SERVICE UNIT _____, in the names of _____
 and _____. Account Number _____

OR

The balance in petty cash, \$ _____ (suggested amount: no more than \$50) is in the home of
 Name _____ Address/City Zip _____
 Position in troop/group/service unit _____

Troop leader or service unit manager signature _____

*** ATTACH A COPY OF YOUR MOST RECENT BANK STATEMENT
 AND A COPY OF YOUR DETAILED CASH RECORD.**