girl scouts
of oregon
& sw washington

These step-by-step directions will help with completing the Troop Financial Report (form #108). The form will perform all calculations. This is an online form and does not require printing.

Resources:

To complete the Troop Financial Report (form#108), gather the following resources:

- Product sales reports for the troop (Fall Product and/or Cookie Program)
- Bank statements
- Previous year's troop financial report (except for new troops)
- Transaction log - form #107b (on the GSOSW website - a color-coded favorite) or another method of recording transactions

Section 1 - Troop Information

1) Enter the **Troop/Group** and **SU#**.
2) Enter the time period covered by the report. The **"from"** date is the day following the **"to"** date from the previous year's Troop Financial Report. The **"to"** date is the end date of the **most recent bank statement** used for this Troop Financial Report. For example, last year's reporting period was June 1 through May 31. This year's report **to** date will begin on June 1.

   NOTE: Income or expenses occurring after the most recent bank statement used for the report will be included in next year's report.

3) **Registered Adults in troop** and **Registered Girl in troop** are the number of adults and girls currently registered at the time the report is completed.
4) Select all **grade levels** that are covered by the program level of the troop. Troop leaders can check troop rosters in MyGS for current troop member numbers.
5) Enter the **checking account** # and **bank name**.

Section 2 – Income and Expenses

Income:

1) **Previous balance** - must match the ending balance from the previous year's Troop Financial Report. If the troop is new and this is the first Troop Financial Report, the previous balance will be $0.00.
2) **GSUSA membership dues collected** – only complete this field if the troop collected money and paid for girl memberships as a group. If parents paid girl memberships/registration fees, this field should remain blank.

3) **Troop dues collected** – complete this field if the troop collects dues each meeting or season to support troop activities.
4) **Fall Product Sale profits** - (see Fall Product and Cookie Program notes below)
5) **Cookie Program profits** - (see Fall Product and Cookie Program notes below)

Fall Product and Cookie Program Notes:
should be entered as the exact amount provided by Smart Cookies or M2OS (Fall Sale) for your troop. If troop profits for Fall Product or the Cookie Program do not match the amounts provided by Smart Cookies or M2OS, adjust the *troop financial report* accordingly.

- **If the troop recorded a higher profit**, it may be because of donations received during booth sales. If so, enter the extra amount as a donation in Income Row #7 (Donations). If there is another reason for the higher profit, add the amount difference, with explanation, in Other Income Sources (additional rows can be added as needed).
- **If the troop recorded a lower profit**, reflect this difference in the in the Expenses section of the *troop financial report*. Often the difference is due to leftover cookies, missing funds from families, troop donated boxes, or an overpayment to council that has not been reimbursed by reporting time.

  NOTE: there can be more than one reason for these differences. Please check the troop's financial records carefully.

6) **Other money-earning profits** – includes anything the troop did to earn funds as part of the *Application for Additional Money-Earning Activity form #113*.
7) **Donations** - may be from the Cookie Program, from a generous parent, or through a work/volunteer program.
8) **Cookie/Nut Credit Reimbursements** – enter the amount if the troop used the *Program Credit Transfer Requst (form #238)* during the year.
9) **Other Income Sources** – used for income that doesn't fit the prior income categories. Additional rows can be added as needed when completing the form.

Total Income - the total of all fields in the Income section. This form will calculate the Total Income and populate this field.

Expenses:
1) **GSUSA membership dues paid** - only complete this field if the troop paid for annual GSUSA memberships from troop funds. If parents paid girl memberships/registration fees, this field shoud remain blank.
2) **Bank charges** - include monthly fees, NSF fees, returned check fees from parents or Cookie Program customers, etc. For troops who bank at U.S. Bank, the monthly service fee is reimbursed by the council as a credit to the troop bank account. The monthly fee should be listed as an expense while the credit by the council should be listed as income. If the troop paid

for checks or used Square, list those expenses using Other Expenses. These are not considered bank fees.

3) **Program materials/snacks/crafts** - includes most troop meeting supplies.
4) **Insignia/recognitions** - include badges, patches and other troop swag.
5) **Program activities** - as a guideline, these include costs (outside of typical meetings) for events, etc.
6) **Service projects** – expenses for award activities, supplies, etc.
7) **Other Expenses** – used for expenses that the troop tracks that don't fit the prior expense categories. Additional rows can be added as needed when completing the form.

Total Expenses - the total of all fields in the Expense section. This form will calculate the Total Expenses and populate this field.

End of Year Balance – total income minus total expenses. The form will calculate and populate this field.

Remember, the **End of Year Balance** should match the ending balance on the **bank statement** used to complete the *Troop Financial Report*.

Last Bank Statement Balance – enter the ending balance on the bank statement used to complete the *Troop Financial Report*.

Difference – the form will calculate and populate this field – goal is **$0.00** difference.
If there is a difference, provide details in the text box below the Difference field. A difference may be due to outstanding checks, deposits or refunds. Any income or expenses incurred after the **"to"** date indicated on this form will be included on next year's *troop financial report*.

Example: outstanding check – to service unit - $50.00

Section 3 – Balance and Unused Funds
1) **Plan for Unused Funds** - If the Troop has an End of Year Balance of $250 or more, provide notes about how these funds will be allocated in the next year. For example, Trip to Great Wolf Lodge - $500
2) **End of Year Balance** – field is auto populated.
3) **Date of Balance** – enter the ending date from the statement used to complete the form.
4) **Upload the statement** used to complete the form.

Section 4 – Final Submission Information
1) Provide the Name, phone number and email of person completing the form.
2) Provide the name and email of the second signer on the troop bank account.
3) **Submit** the form.

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This is an online form and contains a built-in approval process. By submitting this form, the person completing it is acknowledging that the information provided is correct and reflects the troop's income and expenses for the year. The second signer is acknowledging the same by selecting "Approve" in the approval process. Once the form is approved by the second signer, the service unit treasurer is notified by email, will review the form content, and either approve or deny for corrections.

IMPORTANT
Troop Financial Reports are due no later than June 30!

Remember to keep all notification emails received after submitting the form, as well as all receipts, for at least the two prior Girl Scouting years plus the current year.