

These step-by-step directions will help you complete Form #108. The PDF is a fillable form with autocalculation built in so we suggest completing it on a computer if possible. You may also choose to print the form and complete it by hand.

Resources: To complete the Troop Financial Report (form#108), you will need a copy of your troop's product sales reports, bank statements, the troop's previous year report if applicable, and a transaction log (form #107b on the GSOSW website under Forms is a color-coded favorite!)

Section 1 - Troop Information

To start, please fill in your **Troop** and **SU#**. Next, the period covered will be **from** the last date of your previous year's *Troop Financial Report*, **to** the end date of the Troop's **most recent bank statement**. Activities planned during the summer or after the bank statement date will be added to your next year's report.

Adults in troop means adults currently registered with the troop, just as **# registered girls** is asking for currently registered girl members involved in the troop. Be sure to select all **grade levels** that are covered by the program level your troop is working with. Troop leaders can check troop rosters in MyGS for current numbers.

The full **checking account #** and **bank name** are important details to confirm accurate record keeping.

Section 2 - Income and Expenses

Income

- 1. Previous balance (beginning balance)** must always match the ending balance from your last year's Troop Financial Report. If your troop is new and this is the first report, the previous balance will be \$0.00.
- 2. GSUSA Membership** applies if the troop collected money *and then* paid for girl memberships as a group. If parent's paid girl's membership/registration fees on their own, this space can remain blank.
- 3. Troop dues collected** applies if your troop voted on collecting dues each meeting or season to support troop activities. If you did not have dues, this space can remain blank.
- 4. Fall Product Sale profits** (see #5 below)
- 5. Cookie Program profits** should be entered as the exact amount provided by eBudde or Unify (Fall Sale) for your troop. If troop profits for Fall Sale or Cookies do not match the amounts provided by these programs, you will need to adjust the troop report accordingly.
 - **If your troop recorded a higher profit**, it may be because of donations during booth sales and if so, you can enter the extra amount as donation in Income row #7. If there is another reason for the higher profit, please add the amount with explanation in one of the extra rows #9-12.
 - **If your troop recorded a lower profit**, you will list the reason in the Expense column. 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 carefully check your records)

- 6. Other money-earning** may be anything your troop did to earn funds with the *Application for Additional Money-Earning Activity* form #113.
- 7. Donations** may be from cookie season, from a generous parent, or through a work/volunteer program.
- 8. Cookie/Nut Credit Reimbursements** applies if your troop chose to use form #238 during the year.
- 9- 12** are blank spaces for other circumstances. Go ahead and use them!

Expenses

- 1. GSUSA membership** applies if the troop chose to pay for annual GSUSA memberships from troop funds. If families paid for girls separately, this space can remain blank.
- 2. Bank Charges** include monthly fees, NSF charges from the troop and bounced check fees from parents or Cookie Sale customers. If your troop paid for checks or used Square, please list those expenses in one of the blank spaces #7-9 since we do not consider those “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 and more.
- 6. Service projects** include award activities, supplies, and more depending on your troop’s goals.
- 7- 12** are blank spaces for other circumstances. Fill in with other expenses your troop tracks!

Total Income is the total of 1-12 in the Income section. This space will auto calculate in the fillable PDF but if you need to complete the form by hand, add all of the items in the “income” column and write the total here.

Total Expenses is the total of 1-12 in the Expense section. This space will auto calculate in the fillable PDF but if you need to complete the form by hand, add all of the items in the “expense” column and write the total here.

End of Year Balance equals income, minus, expenses for the year. This space will auto calculate in the fillable PDF but if you need to complete the form by hand, subtract the “expense” from “income”.

Remember, your Troop’s **Ending Balance** on the report must match the **bank statement** you attach. The bank statement must be the most recent statement, generally from either late May or June. If you have a **Difference** due to outstanding checks, deposits, or other, please list them on the line below. Any transactions made *after* the last date of your most recent bank statement should instead be included on next year’s troop report.

Section 3 – Troop Plans

This requirement is important to show that the troop plans to use funds in the coming Girl Scout year. If the Troop has over \$250, you will need to include notes in this section with your best cost estimates, keeping in mind that some plans may change later in the year.

Section 4 – Troop Signatures

It is very important to have **both troop bank account signers review the report and sign** on the last page before submitting the original copy of the paperwork to the Service Unit Treasurer. Signing signals that both signers have fulfilled their duties of monitoring the troop account and agree that the information presented is correct and reflects the year’s transactions.

Troop Financial Reports are due June 30 to your service unit treasurer!

Remember to keep copies of all paperwork including receipts for *at least* two prior Girl Scouting years, plus the current year.

If you experience difficulties contacting your SU treasurer, you may submit directly to the council at troopfunds@girlscoutsw.org