

Annual Troop Finance Report

Troop Number _____

The council will need a new ACH Troop Bank Account Agreement along with a voided check, deposit slip, or bank statement annually for your troop bank account. If you have not done this please contact your Membership Team at 888-623-1237 or customer care@girlscouts-gsci.org. The Annual Troop Finance Report is due by June 15. We require this information annually to ensure our records are accurate. We are required to conduct a certain number of troop audits per year.

Income - 2024-2025

If there is no value for an item, write 0 in the field.

Membership Fee	
Troop Dues	
Activity/Event Fees Collected	
Fall Product Total Deposit	
Cookie Program Total Deposit	
Income	
Troop Money-Earning Projects	
Donations Received	
Other Income Received	
Total Income	

Expenses - 2024-2025

If there is no value for an item, write 0 in the field.

Membership Fee	
Council-Sponsored	
Activities/Events	
Other Non-Council Group Activities	
Fall Product Total ACH to Council	
Cookie Program Total ACH to Council	
Troop Supplies	
Uniforms, Badges, Patches, Books	
Donations Made by Troop	
Other Expenses	
Total Income	

Submit the Troop Finance Report by June 15

For the troop year-end report we need the following:

1. Completed Annual Troop Finance Report
2. Troop bank account statements - October 2024 through May 2025
3. All troops must have a current ACH Troop Bank Account Agreement on file with the council.

As a routine process of auditing Girl Scout troop bank accounts, we may be contacting you for additional information, as well as, bank statements and/or receipts. Please keep all the troop receipts for 12 months after submitting your troop finance report.

Bank Information - 2024-2025

Checking Account Required

Bank Name	_____
Branch Name	_____
Last 4 Account Numbers	_____
Signers on Checking Account	_____
First and Last Name Signer 1	_____
First and Last Name Signer 2	_____

Financial Summary 2024-2025

Starting Balance	_____
Income	_____
Expenses	_____
Ending Balance	_____

Council Notes and Questions for Troop

Troop Status

What is the status of your troop for the next membership year?

- Returning
- Merge with another troop
- Disbanding
- Not Sure

Note for all troops:

Acceptable uses for troop funds: Girl Scout required training, membership fees, background check fees, troop supplies, additional Girl Scout Insurance, badges/uniforms/patches, program fees, food/snacks for troop meetings/activities. If you have questions or need more clarification, please contact your Membership Engagement Coordinator.