



MEMBERSHIP YEAR: 2022 - 2023 Finance form PUBLISHED



Tips for Council Staff



PUBLISHED

Finance Reports for 2022 - 2023

# Example Report

COUNCIL REPORT

PUBLISHED: 06/15/2023, 3:20 PM , Veronica Barrera

VOLUNTEER VIEW

## Annual Troop Finance Report 2022 - 2023

Troop #####

Check out our handy step-by-step guide to submitting your End of Year Financial Repornullt on the VTK Finance Tab!

### INCOME

Your updates are automatically saved but not submitted to the Council.

If there is no value for an item, leave the field at 0.00



National Registration Fees



Parents/Guardians paid a Membership fee to the Troop and the Troop used its funds to pay for Membership fees Online.

Cookie Income

▼ Council Detail

Cookie income is defined as money that was actually deposited into your troop account for cookie sales. These numbers are reflected in bank statements and deposit receipts. The cookie report is a guide. Numbers should not be pulled from the report.



Refer to Example Cookie Expense Report. pg 5 "Total Sales \$\$" is the amount you will refer to for this section.

Fall Product Income

▼ Council Detail

Fall Product income is defined as money actually deposited into your troop account for Fall sales. These numbers are reflected in bank statements and deposit receipts. The Fall Product report is a guide. Numbers should not be pulled from the report.



Refer to Example Fall Product Expense Report. pg 6 "Total Collected from Customer" is the amount you will refer to for this section.

Dues Collected  
\$ 0.00



Monies in Troop bank account that the Troop collected per Family (if applicable).

Additional Money Earning Collected

\$ 0.00



Fundraisers, please note an approved Additional Money Earning Application must be on file.

Additional payments collected

\$ 0.00

▼ Council Detail

reimbursements or partial payments from families to help pay for events, trips, etc.

**Total Income**

\$ **0.00**

+ Add a note on Troop INCOME (optional)

### EXPENSES

If there is no value for an item, leave the field at 0.00

Camp Fees

\$ 0.00



Payments made directly to GSSN from Troop bank account.

Field Trips/Events

\$ 0.00



Individual Troop trips.

Troop Supplies/Equipment

\$ 0.00



Example - Folding tables, table cloths, badges and supplies, etc. (Please note if the Troop disbands, these supplies will stay with the SU or can be donated to another Troop.)

GS Shop/online orders

\$ 0.00



Supplies purchased from the GSSN Shop or Online GSUSA Store.

Award/Service Project Supplies

\$ 0.00



Supplies purchased for a Take Action Project (Journey) or Bronze, Silver, and Gold Award Projects. This section can also include donations (supplies only, **NO** money can be donated) provided to another organization for a Project. Please note supply should not exceed \$250.

Juliette Low World Friendship Fund

\$ 0.00



<https://www.girlscouts.org/en/support-us/invest/individual-giving-ways-to-give-designated-funds/juliette-low-world-friendship-fund.html>

Cookie Program Paid to GSSN

\$ 0.00

▼ Council Detail

Cookie expenses are defined as money paid to GSSN for cookies. These numbers are reflected in your bank statements and in your cookie report as ACH withdrawals from your troop bank account.



Refer to Example Cookie Expense Report. pg 5  
"Council \$\$" is the amount you will refer to for this section.  
If monies were processed after May 31st, please write notes explaining why.

Fall Product Program Paid to GSSN

\$ 0.00

▼ Council Detail

Fall Product expenses are defined as money paid to GSSN for Fall product. These numbers are reflected in your bank statements and in your Fall Product report as ACH withdrawals from your troop bank account.



Refer to Example Fall Product Expense Report. pg 6  
"Balance Due Council" is the amount you will refer to for this section.

Banking Fees/Charges

\$ 0.00



Monthly fees paid to your bank, bounced check fees, non-sufficient funds fees, etc.

Donations

\$ 0.00



Supplies only, **NO** money can be donated. Please note supply donations should not exceed \$250.

Other Expenses

\$ 0.00



Any amounts that do not fit under any other category. Please write notes to explain.

**Total Expenses**

\$ **0.00**

+ Add a note on Troop EXPENSES (optional)



### FINANCIAL SUMMARY

2022 - 2023

Starting Balance	\$	0.00
Income	\$	0.00
Expenses	\$	0.00
<b>Ending Balance</b>	<b>\$</b>	<b>0.00</b>

**Note:** Ending balance will match your **May** bank statement ending balance.

From the Council

 Add a note on the Troop's financial summary

Caregivers see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.

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Submit the Troop Finance Report by June 15, 2023

**BANK INFORMATION**

Checking Account *Required*

Bank Name

Branch Name

Last 4 account #s

**Note:** If your bank signers do not match what is on file, please complete a new ACH. <https://gssn.formstack.com/forms/troopachform>

Request a new bank letter if signers need to be changed.

[https://gssn.formstack.com/forms/troop\\_bank\\_account\\_request](https://gssn.formstack.com/forms/troop_bank_account_request)

Signers on Checking Account

Signer 1 First Name

Signer 1 Last Name

Signer 2 First Name

Signer 2 Last Name



 Add another bank account

**COUNCIL NOTES AND QUESTIONS FOR TROOPS**

Troop Status *Required*

What is the status of Troop ##### for the next membership year?

Merge With  
Another  
Troop

Disbanding

Not Sure

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**Troop Service Unit**

Service Unit Name

Number

PREVIEW & ADD ATTACHMENTS

**DOCUMENT ATTACHMENTS**

Allow troops to attach documents? **Required**

Yes, allow financial  
attachments (max combined up  
to 25mb)

**Note:** 12 months' worth of bank statements are **required!** June of previous year through May of current year. If these attachments are too large, please email statements and Troop number to [girlscoutshelp@gssn.org](mailto:girlscoutshelp@gssn.org)



## ABC Smart Cookies Troop Balance Summary

### Girl Scouts of the Sierra Nevada

**Council = Girl Scouts of the Sierra Nevada; District = No Specified District; Service Unit = SU000; Troop = 00000;**

Contact 1 Information

Contact Full Name:  
Address:

Contact 2 Information

Contact Full Name:  
Address:

Contact Day Phone:  
Contact Email:

Contact Day Phone:  
Contact Email:

Troop No. 0000                      Group  
Service Unit: SU000  
Avg. Packages Sold Per Girl Selling:    923.25  
Avg. Packages Sold Per Girl Registered: 615.50

Proceed Plan: Main Proceeds  
Girls Selling: 4  
Girls Reg: 6  
Early Plan: None selected  
Main Plan: Main recognition plan

<u>Received:</u>	<u>Pkgs</u>
Initial Order Received	3636
Damages	0
<b>Total Received</b>	<b>3636</b>
CookieShare	0
Smart Cookies Direct Ship	32

<u>Transfers In:</u>	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Transferred From</u>	<u>Pkgs</u>
	03/08/23			Cupboard: Cupboard	264
	03/21/23	2222		Troop: 0000	25
<b>Total Transfers In:</b>					<b>289</b>

<u>Transfers Out:</u>	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Transferred To</u>	<u>Pkgs</u>
	03/08/23	3333		Cupboard: Cupboard	-264
<b>Total Transfers Out:</b>					<b>-264</b>

**Total Pkgs Sold (not including Gluten Free):**    3,633

**Total Cases Sold (not including Gluten Free):**    303

**Total Gluten Free Pkgs Sold:**    60

**Total Gluten Free Cases Sold):**    5

<u>Sales Amounts</u>	Troop \$\$		\$3,693.00	
	Council \$\$		\$18,465.00	
	<b>Total Sales \$\$</b>		<b>\$22,158.00</b>	

Cookie Income



Cookie Program Paid to GSSN

Finances:

<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
2023-02-18	BT00000000	000000000	Booth Payment Credit Card	ACH Deposit	\$6.00
	0				
2023-02-18	BT00000000	00000000	Booth Payment Credit Card	ACH Deposit	\$24.00

**2022 Nut and Magazine Campaign**  
Troop 00000 - Girl Scouts of the Sierra  
Nevada

**Total Sales**

Total \$ Sold		\$965.00
Total Sales Collected Online	Fall Product Income	\$15.00
Total Collected from Customers		\$950.00
Troop Proceeds and Bonuses		\$175.00
Amount Due Council		\$775.00
Payments Made to Council	Fall Product Program Paid to GSSN	\$0.00
<b>Balance Due Council</b>		<b>\$775.00</b>

**Online Magazines**

Magazine Units	0
Total Collected Online	\$0.00
Troop Proceeds and Bonuses	\$0.00

**Direct Shipped Sales**

Direct Shipped Units	0
Total Collected Online	\$0.00
Troop Proceeds and Bonuses	\$0.00

**Nut Card Sales**

Nut Card Units	138
Total Collected from Customers	\$950.00
Troop Proceeds and Bonuses	\$172.50

**Online Nuts Girl Delivered**

Online Nuts Girl Delivered Units	2
Total Sales Collected Online	\$15.00
Troop Proceeds and Bonuses	\$2.50

**Campaign Statistics**

Girl Selling	2
Avatars Created	2
Photos Uploaded	0
Voice Recordings	2
Total Personalized Patches Earned	0
Number Emails Sent	23
Per-Girl-Average Units	70
Per-Girl-Average Dollars	\$482.50
Reward Opt Out	No