

INSTRUCTIONS FOR COMPLETING SERVICE UNIT AND/OR TROOP

FINANCIAL REPORTS

1. The reporting period is June 1 (prior year) to May 31 (current year)
2. Troop Financial Reports are due to their Service Unit Finance Representative by June 30 of each year. If the Service Unit does not currently have a Finance Representative, the report will go to the Service Unit Director.
3. Service Unit Financial Reports along with the Troop Financial Reports are due to Girl Scouts of Utah by July 31 of each year. They can either be sent electronically to finance@gsutah.org or mailed to Girl Scouts of Utah, Finance Department, 445 E. 4500 South, Salt Lake City, UT 84107
4. The Service Unit will need to complete the Service Unit Financial Report Cover Sheet (remember two signatures are required); Summary Page; Transaction Register and attach a copy of their May 31 (current year) bank statement.
5. The Troop will need to complete the Troop Financial Report Cover Sheet (remember two signatures from co-signers on the account are required); Summary Page; Transaction Register and attached a copy of their May 31 (current year) bank statement.
6. Additional copies of the Transaction Register may be made as needed.
7. Financial reports will be reviewed by the Audit and Finance Committee (committee appointed by the Board of Directors) in August of each year. Girl Scouts of Utah may request additional documentation and/or receipts along with additional bank statements if questions arise. Please remember you must keep financial records for three years after May 31 of the current year cycle.
8. The forms are PDF fillable forms. These forms can be filled out manually or downloaded into excel, if desired.

Any questions regarding troop/service unit financial reports can be sent to finance@gsutah.org.

Troop Financial Report Cover Sheet

(to be completed by Troop)

Service Unit	
Is your troop disbanding?	
Remaining Funds	Plans for Funds?

We certify that, to the best of our knowledge and belief, all the information provided is true, correct and complete.

(to be signed by two co-signers on the Troop Account)

Submitted by	
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Print Name _____

Date: _____

Print Name _____

Date: _____

Please submit this document along with your May 31st Bank Statement to your Service Unit Finance Representative by June 30th of each year. Reporting period is June 1 (prior year) to May 31 (current year)

Questions: Email: to finance@gsutah.org

Please note: The Audit and Finance Committee will be auditing troop financial reports in August of each year. Please keep on hand all bank statements and supporting documentation for 3 years after the end of your reporting period. If requested, you will need to provide additional documentation to Girl Scouts of Utah.

SUMMARY

Please note: The time period for this report is June 1 (prior year) to May 31 (current year)

Starting Balance (bank statement May 31 prior year)
Income (add total from transaction report)
Expenses (subtract total from transaction report)
Ending Balance (bank statement from May 31 current year)

\$
\$
\$
\$

INCOME

Categories	
Cookie Income Total	\$
Donation Income Total	\$
Troop Dues Income Total	\$
Other Income (please identify)	\$
	\$
	\$
	\$
	\$
	\$
Total (this should match your total deposits from your transaction register)	\$

EXPENSES

Categories	Amount
Appreciation Gifts	\$
Badges and Patches	\$
Books and Learning	\$
Camping	\$
Crafts	\$
Food	\$
Day Camp	\$
Events	\$
Troop Activities	\$
Memberships	\$
Parties	\$
Supplies	\$
Troop Trips	\$
Uniforms	\$
Other Expenses (please identify)	\$
	\$
	\$
	\$
	\$
Total (this should match your total expenses from your transaction register)	

*Starting Balance should be May 31 bank statement of the prior year

