girl scouts
of the desert southwest
southern new mexico
& west texas

Troop Financial Report Checklist

All troop financial reports must include four components: 1) Annual Troop/Group Financial Report, 2) troop ledger, 3) bank statements, and 4) receipts. New! They will be asked to provide M2 report ________ and eBudde report ________.

Please follow the checklist below for each troop financial report received. Provide this signed checklist to your troop, regardless of decision, after your review. Feel free to make notes as necessary.

1. Verify you have received at least the four components required.

- If not, ask them to resubmit a complete report before any review. We prefer them to submit one file per component.
- If too many files are received, ask them to consolidate and resubmit before review can begin (examples: they send you one email per receipt or many pictures of receipts).
- If yes, proceed to step 2.

2. Ensure all components are legible.

- If not, explain they must resubmit legible copies before review can begin.
- If all components are legible, proceed to step 3.

3. Annual Troop/Group Financial Report

- ☐ Service unit name and 5-digit troop number are listed
- ☐ Bank Account information is complete
- ☐ At least two (2) authorized signers are listed
- ☐ Both authorized signers are current registered Girl Scout members
- ☐ The income reported for cookies and fall product match the eBudde and M2 reports
- ☐ Verify the numbers in the total box. The "previous year balance" should be the "beginning balance" on the first bank statement. The "total balance" should be what is on the final bank statement (minus any outstanding checks). Discrepancies in numbers should be explained in writing.

4. Bank Statements

- ☐ Existing troops should submit 12 consecutive bank statements (usually May–April or June-May).
- ☐ New troops must submit a bank statement for every month since their bank account was opened.
- ☐ Review bank statements for any unreasonable or abnormal expenses. Examples include utility bills, school tuition fees, bail bonds, etc.
- ☐ Look for excessive spending in one area or repeated purchases.
- ☐ Make note of any ATM, cash withdrawals, or gift cards - these are not allowed.
- ☐ Make a note or contact your Engagement Director if you have questions.

5. Troop/Group Financial Record Ledger

- ☐ Make sure descriptions are included, the ledger must provide more detail than is already on their bank statements.
- ☐ Check that both leader and coleader have signed it (digital signatures are ok)

6. Receipts

- ☐ Pull 5 - 6 random receipts from their report.
  - Find them on the ledger to be sure they match.
  - Find them on the appropriate bank statement.
  - Ensure the receipt clearly lists the date, vendor, and amounts.
- ☐ Make note of any missing receipts under "notes" below.

Notes
Use this space to provide helpful notes, feedback or instructions to your troop. This will also be kept on file in our council database. Attach a separate page if necessary.

Troop leaders are responsible for submitting their troop financial report AND checklist to council, via the Volunteer Took Kit (VTK) by June 30th.

Date

Troop Number

Decision Approved Not Approved

Service Unit Treasurer Signature

Service Unit Manager Signature

*Service units must keep a copy of this checklist for your records.