

This report is required in order to continue operating as a troop/group for the next Girl Scout membership year. Complete this report and submit to your service unit manager or treasurer. Troop/Group ledger, copies of all bank statements and all receipts MUST be attached. Please keep a copy for your records (hold for one year).

Covering Period ____ / ____ / ____ to ____ / ____ / ____ Troop # ____ Region ____ Service Unit # ____

Leader Name (01) _____ Phone _____ E-mail _____

Level(s): Daisy Brownie Junior Cadette Senior Ambassador # of Girls ____ # of Volunteers ____

Name of Bank _____ Account Number _____ Debit Card: Yes No

Address _____ City/State/Zip _____

INCOME	
BEGINNING BALANCE	
1. GSUSA Registration Dues	_____
2. Product Sales Deposits	_____
a. Total Fall Product Deposits	_____
b. Total Cookie Sale Deposits	_____
3. Troop/Group Dues	_____
4. Other	_____
TOTAL INCOME (lines 1-4)	_____

EXPENSES	
1. GSUSA Registration Dues	_____
2. Take Action Projects	_____
3. Product Sales	_____
a. Fall Product (total ACH Debit to Council)	_____
b. Cookies (total ACH Debit to Council)	_____
4. Program Books (Journeys, etc.)	_____
5. Activities/ Events/ Camping/Program	_____
6. Insignia (uniforms/badges/patches/pins)	_____
7. Troop Administration (copies, stamps, etc.)	_____
8. Adult Learning (trainings)	_____
9. Other	_____
TOTAL EXPENSES (lines 1-9)	_____

BALANCE SUMMARY	
Total Income	_____
- Total Expenses	_____
= Balance	_____
Attach a separate page explaining what plans your troop/group has for the remaining balance.	

BALANCE CARRYOVER You must receive approval from your Membership Manager in order to carryover a large troop/group balance to the next Girl Scout year.

ALL AUTHORIZED BANK SIGNERS MUST READ AND SIGN THIS REPORT

_____ Print Name (holds debit card)	_____ Signature	_____ Position	_____ Date
_____ Print Name (receives bank statements)	_____ Signature	_____ Position	_____ Date
_____ Print Name (holds checkbook)	_____ Signature	_____ Position	_____ Date