



## Financial Troop Review Process

Sound financial stewardship of troop funds is necessary to be in good standing and ensure a sustainable program. In partnership with the council, service units are encouraged to review the financial reports of their troops. Consider the below as part of this process.

1. The service unit treasurer will lead financial troop report reviews, in partnership with the service unit manager and council.
2. Decide if you want to review them electronically or as paper copies. The council will **only** accept electronic copies (pdf files).
3. Set your specific service unit deadline and communicate that to your troops as early as possible.
  - a. Service units will decide whether to accept reports after your deadline.
  - b. Troop leaders are responsible for submitting financial reports to the council by June 30, whether they are reviewed by their service unit or not.
4. Decide how long you will need to review your troop financial reports.
  - a. Allow enough time for leaders to receive completed checklist, make any changes and submit to council by June 30.
  - b. The service unit is responsible for providing the checklist to all troops that submitted their report to them, regardless of decision.
5. Follow the **checklist** for each troop financial report submitted.
  - a. If approved, provide a copy of the checklist to the troop.
  - b. If not approved, detail reasons under the notes section of the checklist and provide the troop with a copy of the checklist.
  - c. Service unit decides to review financial report again or not.
  - d. The troop leader must submit the completed checklist, with financial report to council, preferably via the Volunteer Tool Kit (VTK), by June 30.
  - e. Keep copies of all completed checklists for your service unit records. Service units do not have to keep copies of the troop's financial reports.

**Troop leaders are solely responsible for submitting their troop financial report to council via the Volunteer Tool Kit (VTK), by June 30.**

### Service Unit Example

1. Service unit decides to review their own troop financials for membership year 2023.
2. Service unit sets a deadline of June 1 for troops to submit financials to service unit.
3. Troop financial report reviews are completed by service unit by June 15. All troops receive their completed checklist. Any troops that submitted financials after the service unit deadline must submit directly to council by June 30.
4. Troop leader submits financial report, with completed checklist, to council, by June 30.

*Mj, 6.1.2023*