



# TROOP FINANCE WORKSHEET AND ANNUAL REPORT

Membership Year \_\_\_\_\_

Report for the period from June 1st of last year through May 31st of the current year.

## SECTION 1: TROOP BANKING INFORMATION

Please complete the troop bank account information for the period from **June 1<sup>st</sup> of last year through May 31<sup>st</sup> of the current year**.

Reminder: Troop funds should be banked in the name of **Girl Scouts of Hawai'i Troop # [ ] Á Á Á Á Á .** Up to Four adults may be given authority as signatory on the account. Two of these individuals should be members of the Troop Leadership Team, no more than two may be registered adult members with a current CBC on file that do not hold a troop leadership position. Enrollment in online banking is highly encouraged. A minimum of two signers must be enrolled in online banking for a troop. Troops that do not opt into online banking are solely responsible for fees assessed by ASB for printed statements effective January 2020.

## SECTION 2: DETAILED CASH RECORDS OF TROOP BANK ACCOUNT

Please use the example below to complete the detailed cash record of your Troop's bank account. If more sheets are required, please photocopy this page or attach your own file.

**Example:**

DATE	ITEM	INCOME	EXPENSES	REMAINING BALANCE
1/1/11	Balance from previous year	\$1,025.00	\$850.00	\$175.00
J/3/16	Deposit for Troop Dues – 2015-2016	\$50.00		\$225.00
G/2/FJ	Deposit for Venue Fee – 2015-2016		\$10.00	\$215.00

### Troop Carryover Limits

Troops are allowed to carryover funds from one membership year to the next to facilitate the participation in program opportunities year round. However, the carryovers of large balances are discouraged, as the funds should be expended on a timely basis to encourage girl's participation in troop activities. The table below outlines the carryover limits per girl.

LEVEL	CARRYOVER \$ LIMIT per girl	EXAMPLE – Group of 5
Daisy	\$100	\$500
Brownie	\$200	\$1,000.00
Junior	\$300	\$1,500.00
Cadette	\$500	\$2,500.00
Senior/Ambassador	\$500	\$2,500.00

## SECTION 3: FORM SUBMITTAL AND RECORD KEEPING

Please submit your forms to your Service Unit Manager no later than **June 15th**. A copy of this form should be kept with your troop files for seven (7) years. This record, or a copy of it, should be transferred from one Leader to another as the leadership of troop changes; from one Treasurer to another as the office changes.



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## SECTION 1: TROOP BANKING INFORMATION

Troop #: \_\_\_\_\_ Service Unit \_\_\_\_\_

**Troop Treasurer's Name:** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Troop Leader's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### BANK ACCOUNT INFORMATION:

American Savings Bank Account #: \_\_\_\_\_

Address where statements are mailed: \_\_\_\_\_

### **Authorized Signatories on the Account (Minimum of 2):**

Online Banking  
Enrollee

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Troop Equipment/Resources are kept by:

Name: \_\_\_\_\_ Role in the Troop: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### TROOP RESOURCES (BOOKS, EQUIPMENT, ETC.)



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**Membership Year** \_\_\_\_\_

Complete this Report below or attach your own spread sheet for the period from June 1st of last year through May 31st of the current year.

**DETAILED CASH RECORD FOR TROOP#** \_\_\_\_\_

DATE	ITEM	INCOME	EXPENSES	REMAINING BALANCE

ANNUAL TOTAL	INCOME	EXPENSES	REMAINING BALANCE

1. Is the Amount of Cash on Hand below the carryover limit for the troop?  Yes  No

2. If no, please provide a brief explanation as to the intended use of the funds and the time frame in which it will be spent.

Signature of Troop Treasurer / Date	Troop #
Signature of Service Unit Manager	Date
Council Representative Signature / Date Received	Action (Check all that apply): <input type="checkbox"/> File <input type="checkbox"/> Contact <input type="checkbox"/> Carryover Approved <input type="checkbox"/> Carryover Denied