

TROOP FINANCE WORKSHEET AND ANNUAL REPORT

DIRECTIONS

SECTION 1: TROOP BANKING INFORMATION

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

Reminder: Troop funds should be banked in the name of the Troop. Troop funds should be given authority to the Troop Leader, or Troop Treasurer, or Troop Treasurer. These will usually be the Leader, Treasurer, or Troop Treasurer. Be sure to complete the Troop Treasurer's name and address.

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	AMT OF CASH ON HAND
1/1/11	Balance from previous year	\$1,025.00	\$850.00	\$175.00
J/3/16	Deposit for Troop Dues – CY 2011	\$50.00		\$225.00
G/G2/FJ	Deposit for Venue Fee – Year 2011		\$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.

FORM A2207 - Troop Finance Worksheet and Annual Report

June 1~~st~~ – May 31~~st~~

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:

Bank Name: _____

Account #: _____

Address where statements are mailed: _____

Authorized Signatories on the Account (Minimum of 2):

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.)

