



Troop Finance Report Tip Sheet



The Troop Finance Report is an accurate representation of a group's financial reconciliation for the current fiscal year with Girl Scouts. The annual Troop Finance Report can be accessed by following the link at gshawaii.org on the Forms page.

Submit your Troop Finance Report to your Service Unit Treasurer, due dates are set by the Service Unit Team. Service Unit Treasurers must submit all Troop Finance Reports to GSH Council by June 30.

TIPS FOR COMPLETING FINANCE REPORTS

- Use the May bank statement
- Fill out every field –N/A or 0 if it doesn't apply to you
- Net product sales = total money earned
- Indicate negative numbers with parentheses
- Do not submit more than one form. To resubmit a Finance Report, contact Customer Care
- Double check your math — online form doesn't calculate for you
- Be sure to save a copy for your own records

Avoiding Adverse Action - GSH reserves the right, without notice, to freeze or close any account that does not comply with banking requirements: including submittal of Bylaws (new/change), Filing of Annual Reports, or it is believed that there has been mismanagement or improper use of Troop/Group/Service Unit funds.

Troops who do not submit a report will be disbanded and their bank accounts will be closed, all proceeds in the account will be transferred to Girl Scouts of Hawai'i.



Questions?

Contact us by email at [Customer Care](#)

Private Donation/Grant

If the troop/group received a private donation or grant during the reporting period, you must submit all supporting documentation for the Donation/Grant and receipts with your Annual Troop Finance Report.