



Troop Finance Report Tip Sheet



The Troop Finance Report is an accurate representation of a troop or 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.

Due: June 15th

All troops must complete a finance report (bank account opened or not) any change a bank signatory is removed, and annually.

Start date of your report is the end of your last report or new troops - when you troop started.

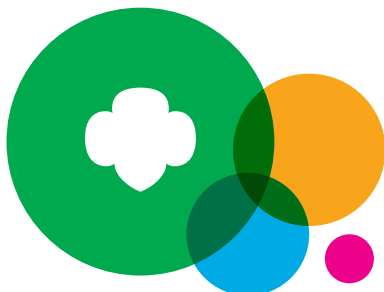
Troop/group who do not submit a report will be disbanded and their bank accounts will be closed, all proceeds in the account will be transferred to Girl Scouts of Hawai'i.

Things to know

- Use the troop/group's May bank statement
- Fill out every field –N/A or 0 if it doesn't apply to you
- Do Not Use \$ in amount fields
- Net product sales = total money earned
- Indicate negative numbers with parentheses
- Do not submit more than one form. If you make a mistake contact [Customer Care](#)
- Double check your math — online form doesn't calculate for you
- **Be sure to save a copy for your records**
- Accounts may be frozen or zeroed by August 30th if this report is not filed

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.