girl scouts of hawai`i

Troop Finance Report

Membership Year 25-26

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 1st of last year through May 31st of the current year.** For more information about troop finances, please see the Troop Finance Guide.

Girl Scouts of Hawai'i Council is responsible for money collected, earned and spent within its jurisdiction in the name of the troop/group or the council. Each troop and service unit files a Troop Finance Report annually for council to review. Account information is reported from June 1st of last year through May 31st of the current year. The report includes transaction details. The ending balance needs to match the May bank statement. Mahalo!

This Troop Finance Report (TFR) is given to the troop's Service Unit Manager/Treasurer **by your unit's respective deadline.** The SUM or Treasurer will then **submit the report to customercare@gshawaii.org by June 30th** of each year or when the troop disbands.

SECTION 2:

The detailed record will look like this:

DATE	ITEM	INCOME	EXPENSES	REMAINING BALANCE
6/1	Balance from Previous Year			$175.00
9/3	Deposit of Troop Dues — August	$50.00		$225.00
2/22	Charge for Venue Fee — WTD Event		$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. If the ending balance exceeds the troop carryover limit, please provide an explanation of intended use and estimated time frame.

The table below outlines the carryover limits per girl.

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

SECTION 3: RECORD KEEPING

A copy of this form should be kept with your troop files for three (3) 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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Troop Finance Report

Membership Year ____

Report for the period from June 1st of last year through May 31st of the current year. Due to your Service Unit Manager or customercare@gshawaii.org by **June 30.**

SECTION 1: TROOP BANKING INFORMATION

Troop #: _____ Service Unit: _____

Troop Treasurer's Name: _____

Phone: _____ Email: _____

Troop Leader's Name: _____

Phone: _____ Email: _____

American Savings Bank Account #: _____

SECTION 2: DETAILED RECORD

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

DATE	ITEM	INCOME	EXPENSE	REMAINING BALANCE
6/1	Starting Balance *(e.g. Ending Balance from previous year's TFR or $0 if new troop.)*			

ANNUAL TOTAL	INCOME	EXPENSES	BALANCE ON MAY STATEMENT

1. Is the Amount 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*	*For Council Use Only:* *Action (Check all that apply):* ☐ *File* ☐ *Carryover Approved* ☐ *Carryover Denied*
Signature of Council Representative	*Date Received*	