



Girl Scouts.

# FINANCIAL REPORT FOR TROOP/SERVICE UNIT

ANNUAL

Girl Scouts-Western Oklahoma, Inc. · 121 N.E. 50<sup>th</sup> Street · Oklahoma City, OK 73105  
(405) 528-3535 · 1-800-698-0022 · FAX: (405) 528-4475

Please complete and return this form with copies of receipts & first and last bank account statements attached to this report. Mail to your Service Unit Manager, Field Marketing Executive or to the address listed above by June 30<sup>th</sup>.

Troop # \_\_\_\_\_ Level: DA BR JR CA SR Service Unit: \_\_\_\_\_  
Leader: \_\_\_\_\_ Preferred Email address: \_\_\_\_\_  
Appointed From: \_\_\_\_\_ to \_\_\_\_\_

**\*\*\*If there is over \$150 remaining in your troop account each year, you must attach a brief explanation of earmarked funds. Many troops have events/activities planned during the summer, as good stewards of troop finances-it is your responsibility to ensure that troop profits are utilized to enrich the Girl Scout experience of the total girl membership of this troop.**

**BALANCE ON HAND AT BEGINNING OF YEAR** \$ \_\_\_\_\_

INCOME (money received)

Total money collected from QSP (before payment to council) \$ \_\_\_\_\_

Total money collected from cookie sale (before payment to council) \$ \_\_\_\_\_

Total money collected from other money-earning event(s) \$ \_\_\_\_\_

Other income (describe): *Example – donations*  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL INCOME (money received):** \$ \_\_\_\_\_

EXPENSES (money paid)

Total payment to council for QSP \$ \_\_\_\_\_

Total payment to council for cookies \$ \_\_\_\_\_

Total cost of other money earning event(s) \$ \_\_\_\_\_

Troop equipment (flags, books, camp, etc.) \$ \_\_\_\_\_

Other (describe): *Example – flags, books, camp, etc.*  
\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES (money spent)** \$ \_\_\_\_\_

**BALANCE ON HAND AT END OF YEAR** \$ \_\_\_\_\_

**We verify that all troop funds are accounted for, records are accurate, receipts have been kept, and we have practiced sound financial management of our troop funds.**

Signatures of 3 authorized signers on checking account 1 (one) **MUST** be the CEO of the Girl Scout Council:

1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

3. \_\_\_\_\_, (CEO) Date: \_\_\_\_\_