

## Troop/Group Annual Financial and Progress Report Guidelines

Please review these guidelines before completing the attached **Troop/Group Annual Financial Report or Annual Troop Progress Report**. Make 3 copies- 1-Troop, 2- give to Service Unit Director (SUD) by **May 31<sup>st</sup>**.

1. If your troop uses the **Worksheet for Troop Income/Expense** (green) that was in your Troop Packet, this form should be easy to complete. If your troop does not use this form, then you should have a list of explanations for all entries in your troop checkbook.
2. Below is an explanation for each line item on the **Troop/Group Annual Financial Report**.

### Money Received Categories:

### Explanations:

- |                         |   |
|-------------------------|---|
| 1. Beginning Balance    | 1. This is the amount you started with in checking acct.  |
| 2. Money Received       | 2. The list that follows are the areas that most troops money is received from.   |
| 3. Total Money Received | 3. This is the total of all money received in Section 2.  |
| 4. Grand Total          | 4. This is the grand total after the amounts of money received.   |
| 5. Money Spent          | 5. The list that follows are the areas that most troop's money is spent in.   |
| 6. Total Money Spent    | 6. This is the total of all money spent in Section 5.   |
| 7. Ending Balance       | 7. This is the amount of money that is left in the troop. After all checks/debits are deducted from the checkbook, this amount should be the same amount as shown on your most recent bank statement. |

3. When doing the **Annual Troop Progress Report**, please note that ALL questions and other information needs to be answered in order to be considered a completed form.
4. The Troop Activity Table is meant to show all the major activities of the troop and is not meant to list all individual troop meeting. Council Sponsored Events are events that are published in the Program & Training Calendar that you received at the beginning of the Girl Scout year. Service Unit Events are events that are conducted in your local area just for the troops there.

It is important that all the information on both the **Annual Troop/Group Financial Report** and the **Annual Troop Progress Report** forms are completed in their entirety. This information is used to report to local United Ways, major funders of the council and other public requests. It should also be noted that "all funds raised in the name of Girl Scouting" is the responsibility of the Girl Scout Council of the Catawba Valley Area, Inc. (See current *Blue Book of Documents*)

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