girl scouts of texas oklahoma plains

Annual Troop Financial Report

The Troop Year is defined as June 1 through May 31

POLICY: Each troop MUST submit an Annual Troop Financial Report showing income and expenses for the Troop year.

PROCEDURE: Mail or fax this form to your regional office or submit online at www.gs-top.org **by June 15**.

Troop No._____ Service Unit_____ Grade Level: ○ D ○ B ○ J ○ C ○ S ○ A

Leader _____ Ph: (D) _____ (E)_____

Address _____ City_____ Zip_____

Was Troop new this year? Yes No Troop plans to re-register as: ○ D ○ B ○ J ○ C ○ S ○ A

(A) BEGINNING BALANCE (as of 6/1/10): (enter "Balance on Hand" from previous report or "0" if new troop) $ _____(A)

(B) INCOME:

GSUSA Membership Dues	$ _____
Troop Dues	$ _____
Activity/Event Fees	$ _____
Girl Scout Cookie Sale Profit	$ _____
Girl Scout Nuts & Candy Sale Profit	$ _____
Other Money Earning Project(s) Profit	$ _____
Donations*	$ _____
Other Income (specify)_____	$ _____
_____	$ _____

* If the troop received a donation/contribution over $100 please list donor's name, company and address and amount:

_____
_____
_____
_____

Total of all items in section (B) = **TOTAL INCOME** of $ _____(B)

(C) TOTAL FUNDS AVAILABLE FOR THE YEAR: Total sections (A) + (B) **=** $ _____(C)

(D) EXPENSES:

GSUSA Membership Dues	$ _____
Activities/Events	$ _____
Trips (camping, etc.)	$ _____
Recognitions/Awards/Patches	$ _____
Troop Supplies	$ _____
Donations (Juliette Low World Friendship Fund, etc.)	$ _____
Other Expenses (specify)_____	$ _____
_____	$ _____

Total of all items in section (D) = **TOTAL EXPENSES** of $ _____(D)

(E) BALANCE ON HAND (as of 5/31/11) (subtract total of section D from total of section C) (C) - (D) **=** $ _____(E)

NOTE: It is encouraged to have a balance on hand, especially if the troop has summer plans and/or is planning to continue.

BANK ACCOUNT INFORMATION (Attach most current copy of bank statement.)

Bank Name _____ **Address, City, Zip**_____

Name/Title of Account_____ Account #_____ Balance $_____

Names of persons listed as "Authorized Signers": (1)_____ (2)_____

PERSON RESPONSIBLE FOR FUNDS NOT DEPOSITED IN BANK ACCOUNTS (name/address/phone number):

_____

SIGNATURES: Person Submitting Report_____ Position_____ Date_____

Another Adult Registered with the Troop _____ Position_____ Date_____

Abilene Regional Office
278 S. Pioneer Dr., Ste 107
Abilene, Texas 79605
325-670-0432

Amarillo Regional Office
6011 West 45th Avenue
Amarillo, Texas 79109
806-356-0096

Fort Worth Regional Office
4901 Briarhaven Road
Fort Worth, Texas 76109
817-737-7272

Lubbock Regional Office
2567 74th Street
Lubbock, Texas 79423
806-745-2855

Wichita Falls Regional Office
2106 Kemp Boulevard
Wichita Falls, Texas 76309
940-723-4336