

## Troop Finance Report

Troop funds should be banked in the name of Troop (number), Girl Scouts of Ohio's Heartland Council, Inc. Two adults should be authorized to sign the account, usually the leader, assistant leader, or troop committee chair. The council tax ID# is 31-4379475.

Leader's Name \_\_\_\_\_ Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_ Date \_\_\_\_\_  
As of the above date, this troop had \$ \_\_\_\_\_ on deposit and \$ \_\_\_\_\_ cash in the custody of \_\_\_\_\_

The troop plan for these funds is \_\_\_\_\_

During this time period, our troop received the following "in kind" donations (e.g McDonalds orange drink, Taco Bell paper products, plants from local nursery, etc.) Please list the company, location, items, and estimated value. Attach more sheets if needed:

Arrangements for troop account:

Account # \_\_\_\_\_ in \_\_\_\_\_ financial institution.

Signers: (2 unrelated, registered Girl Scouts required. Safety Wise, Page 69):

\_\_\_\_\_ and \_\_\_\_\_

### Instructions

- 1 Be sure to include national registration fees, financial assistance payments, donations, and contributions or fees from parents, guardians or other community members. (See Safety Wise Pages 26-29 and 74-77)
- 2 Keep receipts for 2 years (previous and current) attached to the troop copy of the appropriate finance report.
- 3 Be sure to list each transaction using extra sheets if necessary. You may also substitute a print out from an appropriate computer bookkeeping system for this form.
- 4 Submit one copy of this record to the service team representative along with a copy of this year's bank statements since last report submitted.
- 5 Both individuals initial and date below the last entry.
- 6 The two adults in the troop responsible for troop bank account, please sign to assure accuracy of submitted information.  
**The following report is submitted by:**

\_\_\_\_\_

*signature*

\_\_\_\_\_

*position*

\_\_\_\_\_

*date*

\_\_\_\_\_

*signature*

\_\_\_\_\_

*position*

\_\_\_\_\_

*date*

*Continued on back*

