



Girl Scouts of Broward County, Inc.
TROOP/GROUP FINANCE REPORT
 Due by July 1, 2003

Troop/Group No. _____ Age Level _____ Service Unit _____
 Leader _____ Telephone _____
 Co-Leader _____ Telephone _____
 Number of girls registered _____ Dues per girl _____
 Beginning Balance (A) \$ _____, as of date: _____

INCOME (money collected)

Membership dues _____
 Troop/Group dues _____
 Financial Assistance _____
Profits
 Fall Product _____
 Cookie Sale _____
 Fundraisers _____
 (list) _____

 Trip & Travel _____
 Start-Up Funds _____
Contributions
 Gift-In-Kind _____
 Other Sources (list):

EXPENSES (money spent)

Membership dues _____
 Bank Charges _____
 Pins, Badges, Recog. _____
 Troop Supplies _____
 Trip & Travel _____
 Training _____
 Start-Up Fund Repayment _____
 Other expenses (list):

TOTAL INCOME (B) _____

TOTAL EXPENSES (C) _____

Beginning Balance (A) _____
 Total Income (B) _____
 Total Expenses (C) (Subtract) _____
 Ending Balance = _____

What are the troop/group plans for using this balance _____
 Bank where funds are deposited _____
 Account # _____ City _____

****Attach Copy of Last Bank Statement and Detail Cash Record****

Troop/Group Treasurer (signature) _____ Date _____
 Troop/Group Leader (signature) _____ Date _____

- (1) copy for Service Unit Manager
- (1) copy for troop/group records
- (1) copy, mail to: Girl Scouts of Broward County, Inc. 4701 NW 33 Ave, Oakland Park, FL 33309
 Attn: Troop Financial Report

Girl Scouts of Broward County, Inc.
TROOP/GROUP FINANCE REPORT
(Continued)

Rationale for Troop/Group Finance Report- as required by the Girl Scouts of Broward County, Inc., Finance Policies, Standards and Procedures - 4/95

A Finance Report must be furnished by all troops/groups/service units by July 1 of each year or when leadership of the troop/group or service unit changes or within 30 days of a special event. Any troop/group that has not submitted a finance report will not be permitted to participate in council sponsored product sales or any fundraisers.

Guidelines for Completion

The following are some suggested guidelines when completing your troop/group finance report. If you have questions please contact your Service Unit Treasurer or Membership & Marketing/Community Development Specialist.

Beginning Balance - This amount should reflect the ending balance of the 99-00 Finance Report or if it is a new troop/group, the balance as of troop/group registration.

Membership Dues - Funds collected for annual membership dues. (\$7.00)

Troop/Group Dues - Funds collected from girls for program activities.

Financial Assistance - Total of all funds received from the Girl Scouts Leadership & Education Center for membership, program & dues.

Trip & Travel - Funds collected for service unit events, camping, field trips and council sponsored programs or events.

Troop/Group Start-Up Funds - \$50.00 received for new troops/groups, (if applicable).

Contributions - All funds received from any outside agency, organization or individual.

Bank Charges - Service charges and check order fees charged by bank.

Troop/Group Supplies - Including but not limited to, craft supplies, refreshments, equipment, etc.

Training - Fees used to provide training to leaders or adult volunteers (i.e. First Aid).

Gift-In-Kind - Gifts include supplies, service, equipment, and/or check and cash, which were donated to support Girl Scouting.