Troop / Service Unit Financial Report

1404 N. Ash St., Spokane, WA 99201
(509) 747-8091☼ (800) 827-9478
www.gsewni.org

girl scouts

Due to the GSEWNI Spokane office annually no later than July 31, 2014. Please make sure to retain a copy for your records.

TODAY'S DATE: _____

Troop #: _____ Service Unit #: _____ Program Age Level: _____

Number of Registered Girls: _____ Number of Registered Adults: _____

Name of Person Completing Report _____

Phone Number _____ Reporting Period: From _____ To _____

**** For starred items, complete Worksheet on other side.***

Balance on hand beginning of reporting period **$** _____ (1)

Income

	Troop Dues (do not include GSUSA Membership registration)	_____ (2)
	Cookie Sale (troop profit only)	_____ (3)
*	Fall Product Sales	_____ (5)
*	Other Troop Money Earning Projects (troop profit only)	_____ (6)
*	Troop Sponsorship	_____ (7)
*	Other Income/Contributions	_____ (8)

Total Income (Add lines 2 through 8) $ _____ (9)

Balance (Add lines 1 and 9) $ _____ (10)

Expenses (Report monies spent to date only)

*	Troop Program	$ _____ (11)
	Patches, Badges, and Insignia	_____ (12)
*	Troop Camping	_____ (13)
	Service Projects	_____ (14)
*	Troop Trips/Field Trips	_____ (15)
*	Other Expenses	_____(16)

Total Expenses (Add lines 11 through 16) $ _____ (17)

Balance on hand at the end of reporting period **$ _____ (18)**
(Subtract line 17 from 10) (Explain on "Carry Over Worksheet" (pg. 5) how balance will be used.)

Note: Financial records (including receipts and bank records) should be kept for 2 years.

Membership 05/2014

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Financial Worksheet

Income Worksheet:

Other Troop Money Earning Projects:

Income/Contributions		**Troop Sponsorship**		**Other**	
Project	$ Profit	Source	$ Profit	Source	$ Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total (Line 6)	_____	Total (Line 7)	_____	Total (Line 8)	_____

Expense Worksheet:

Troop Program:

Program Supplies	$ _____
Field Trips	_____
SU Event Fees	_____
Council Event Fees	_____
Parties	_____
Other _____	_____
Total (Line 11)	$ _____

Troop Camping:

Program Supplies	$ _____
Food	_____
Site Fees	_____
Equipment Rental	_____
Other	_____
Total (Line 13)	$ _____

Extended Trips: (Trips more than 10 hours)

Program/Entertainment Fees	$ _____
Food	_____
Lodging	_____
Transportation	_____
Other	_____
Total (Line 15)	$ _____

Other Expenses:

Bank Fees	$ _____
Parking, Gas (if any)	_____
GSUSA Membership	_____
Postage	_____
Printing	_____
Other	_____
Total (Line 16)	$ _____

MVP Membership Coordinator Signature: _____

File with CES Coordinator