

TROOP ANNUAL FINANCIAL REPORT EXPLANATION

BEGINNING BALANCE

This amount should be *one* of the following:

1. Amount carried over by troop from prior year (ending balance from prior year Troop Financial Report)
2. Amount received at time of change in troop leadership

OR

3. \$0 if troop was newly established during the year.

INCOME (Money received/collected by troop, including monies collected for families attending events)

1. Troop Dues: Any money paid to the troop on a weekly, monthly, or annual basis to support troop activities.
2. Fall Sale Troop Profit: Income earned by troop for fall sales; this amount must reconcile to report submitted by troop to association Fall Sales Manager/Council.
3. Cookie Sale Troop Profit: Same as Fall Sale Troop Profit.
4. Donations/Contributions: Any gifts or cash donations received by troop from the community or sponsors (includes donations received during product sales)
5. Fees Collected for Events/Activities: Monies paid to the troop to help cover the cost of a troop, association, or council event or activity. For example, troop went camping and each girl paid \$5 to help cover the expense of the trip.
6. Other Money-Earning Activities: All money earned/received for activities associated with a council-approved, money-earning project. (Please list).
7. Other Miscellaneous Income: Funds collected/earned not otherwise classified. (Please list).

EXPENSES (Money paid out, including money paid out for families attending events)

1. National Membership Dues Paid: Monies paid directly by troop for GSUSA annual membership fees
2. Snacks and Room Rental: Expenses incurred for snacks during troop meetings and for use of meeting place facilities.
3. Activity and Event Fees Paid: Registration expenses incurred for participation in troop, association, and/or council activities or events. Example: Troop campout, association Camporee, or council Golden Gate Bridging.
4. Activity and Event Expense-Other: Non-registration expenses associated with any troop, association, and/or council activity or event. Example: Food for troop campout, craft materials for association Thinking Day.
5. Troop Supplies: Expenses incurred for purchase of supplies used by the troop. Items may include troop supplies for regular meetings (i.e. pens, pencils, paper), or supplies specific to a troop activity (i.e. Try-Its, Junior GS badge, IP). DO NOT record expenses for supplies associated with service projects or events under this category.
6. Awards and Recognitions: Badges, patches, pins or other recognition awards purchased to recognize the accomplishments of the girls in the troop and of troop adults.
7. Service Projects: Any expense related to service projects performed by the troop. Include any materials purchased to implement a service project.
8. Product Sale Losses (unsold product): Losses incurred by the troop to offset fall sales or cookie product the troop was unable to sell or return.
9. Other Miscellaneous Expenses: Expenses incurred not otherwise classified. (Please list in space provided).