

HOW TO SUBMIT: ANNUAL FINANCE REPORT

Thank you for being a guardian of your Troop or Service Unit's finances. Your volunteer service is essential as we work to ensure funds are being spent on Girl Scout experiences for your members and protected from inappropriate uses. That is the purpose of the Annual Finance Report that is **due June 30th, 2023**.

This year we have greatly simplified the process for all of our Troop and Service Unit Leadership. **Here is a list of information to have on hand before you begin – all Troops and Service Units use the same list:**

- Names of all Bank Account Signers
- Bank Name
- Branch Name
- Bank Account Number
- Account Type (Checking or Savings)
- Bank Account Balance from 4/30/22*
- Bank Account Balance from 4/30/23
- A Copy of February 2023 Statement to Upload (img, jpg, pdf etc)
- A Quick Summary of the Year's Troop/SU Activities
- Any Questions or Concerns You Have

**If you have opened the Bank Account within the last year, you may not have statements going back to April 30, 2022. If so, enter \$0 for that box.*

When you have the materials prepared, click this link to complete and submit your Annual Finance Report:

https://girlscoutsbadgerland.formstack.com/forms/my23_finance_report

QUESTIONS? We're always here to help.
info@gsbadgerland.org | 800.236.2710