



Troop Finance & Activity Report

Your Troop Finance & Activity Report is due annually by June 30. Troops who do not submit this report by June 30th may not be able to participate in future product sales. To complete your Troop Finance & Activity Report, please submit the required documents via email to info@gsbadgerland.org.

- Step 1: Fill out this form completely.
Step 2: Attach a copy of all bank statements from the past 12 months.
Step 3: Attach a copy of your troop's checkbook register OR other detailed troop expense tracking documentation.
Step 4: Email all documents to info@gsbadgerland.org.

Troop #: _____ Membership Area # or City/Town: _____ Month/Year: _____

Troop Level: [] Daisy [] Brownie [] Junior [] Cadette [] Senior [] Ambassador

Names on Bank Account (At least two non-related, approved, and registered adults on each troop account required):

1. _____ 2. _____ 3. _____

Bank Account #: _____ Bank Routing #: _____

Name of Bank & City Located: _____

TOTAL TROOP MONEY IN

Add all money deposited to the account for the past 12 months, including membership dues, troop dues, donations, product sales, and interest. (a) \$ _____

TOTAL TROOP MONEY OUT

Add all money debited from the account for the past 12 months, including membership dues, badges, shop items, troop supplies, activity costs, and bank fees. (b) \$ _____

Beginning Balance + Money In (a) - Money Out (b) = Ending Balance as of Date

Troop Activities and Achievements

This year our troop:

- Participated in Product Sales and/or other fundraiser. Which one(s)?
Worked on or completed a Journey. Which one(s)?
Earned badges or awards. Which one(s)?
Worked on a community Take Action project. Tell us more:
Visited a business or organization. Which one(s)?
Attended a Council program. Which one(s)?
Attended a Membership Area or community program. Which one(s)?
Attended day/troop camp or visited Council property. Which one(s)?
Requested Financial Assistance for one or more members and are budgeting for their needs for next year.

If your troop participated in this year's cookie sale, please answer the following questions:

- Yes No Does your troop have unsold cookies on hand? If yes, how many boxes? worth \$
Yes No Did your troop donate cookies this year?
Cookie Share: How many boxes? worth \$ to (organization)
Other: How many boxes? worth \$ to (organization)
Yes No Is your troop waiting on cookie payments from troop families or others?
If yes, what is the total of outstanding payments yet to be deposited? \$

Our troop plans to: [] Continue next year [] Disband/not continue [] Other: _____

I certify that all information provided on this report is true and complete.

Co-Treasurer 1 Signature _____ Co-Treasurer 2 Signature _____ Date: _____

Please Print Names: _____ Day Time Phone: _____

Keep a copy of this form with troop records. If leadership changes, this record must be transferred to the new troop leader.