



2020-2021 Troop Finance Report Step by Step

This Finance Report covers June 1, 2020 to May 31st 2021. Finance Reports are due by July 31, 2021. If you have any questions along the way, please feel free to reach out to our Customer Care Team at 1-800-236-2710 or info@gsbadgerland.org

What you will need:

- Checkbook registrar or list of expenses and incomes for June 1, 2020 through May 31st, 2021.
- Bank statements from May, 2020 and May 2021.

Step 1 – Go to www.gsbadgerland.org

Step 2 – Click on Sign in the upper right-hand corner

Step 3 – Once signed in, click on My Account in the upper right-hand corner

Step 4 – Along the left side of your screen you will see “Volunteer ToolKit”. Click on this.

Step 5 – Click on the Finances Tab. If you have multiple Troops you will have to do each one individually.

You are now on the Finance Report for your Troop.

Below we will go through each question that is asked.

Income

If there is no value for an item, leave the field at 0.00

Cookie Program Sales

This is the total amount of money deposited into the account from the Cookie Sale program.

Badgerland Fall Fundraiser Sale

This is the total amount of money deposited into the account from the Badgerland Fall Fundraiser.

Membership Dues Received

This is any dues paid to the Troop or money for membership fees paid to the Troop from families. The amount on this line includes all girls and volunteer membership fees or dues paid to the Troop.

Donations to the Troop

This is all money donated to the Troop from 6/1/2020 to 5/31/2021. Any monetary donations that were deposited into the account.

Troop Activity Fees Collected

This is all money collected from families for Troop activities such as programs, outings, or trips.

GSUSA Merchandise Reimbursement

This would be reimbursements from families for GSUSA or Badgerland merchandise for Girl Scouts in the troop or returns for merchandise purchased using Troop funds.

Bank Account Interest

This is any interest paid to the account from your financial institution.

Other Income (Add Detail)

This is any other income from 6/1/020 – 5/31/2021 that is not covered in one of the categories above. Please include a note at the bottom of the Income section where it says “Add a note on Troop INCOME (optional)”.

Expenses

If there is no value for an item, leave the field at 0.00

Membership Fees Paid

This is Membership fees paid for girls and volunteers made from 6/1/2020 – 5/31/2021.

Cookie Program Sale Paid to Council

This is all money paid to Council when purchasing Cookies for the Cookie Season.

Fall Product Sale Paid to Council

This is all money paid to Council when purchasing fall product for the Badgerland Fall Fundraiser.

GSUSA Merchandise Purchases

This is all purchases made through GSUSA or Badgerland Shops for Troop needs. Things such as badges, uniforms, etc.

Service Projects

This is all money paid towards Service Projects that the Troop participated in, such as supplies needed.

Refreshments

This is all money paid for refreshments or snack for things such as meetings, programs, or outings.

Camping Expenses

This is all money paid for any camping expenses, such as food, supplies, etc. This would also include any checkout resources used during a camping trip and rental fees paid for spaces used.

Bank Fees

This is any fee paid to the bank. Please add note at the bottom of the Expense section detailing what the fee was for.

Other Expenses (Add Detail)

Any other expenses paid from 6/1/2020 – 5/31/2021 that is not covered in the above categories. Please include detail on what those expenses were in the “Add a note on Troop EXPENSES” section at the bottom of the section.

Financial Summary

In this section, enter your starting balance from June 1st, 2020. The Income and Expense sections will autofill from the sections above. This will give you your ending balance. Check this against your May, 2021 bank statement.

Bank Information

In this section you will enter your Banks name, Branch name, last four (4) of the account, and the signers on the account.

Council Notes and Questions for Troops

In this section we ask Troops questions about the previous year. All questions are mandatory.

Troop Status

Please choose one of the following:

Returning – Your Troop is continuing in the next Membership Year

Merge with another Troop – Your Troop will be merging with another Troop for the next Membership Year

Disbanding – Your Troop will not be continuing in the next Membership Year

Not sure – You are not sure of the plans for your Troop in the next Membership Year

Troop Service Unit

Enter the Service Unit (SU) that you are in.

Does your Troop have any boxes of unsold cookies? If so, how many?

Enter the number of unsold cookies your Troop has from this past Cookie Season.

Did your Troop donate any unsold boxes of Cookies? If so, how many? This does not include Cookie Share boxes that were paid for by customers.

Enter how many unsold boxes of cookies were donated by your Troop.

Did you Troop submit any parents for delinquency? If yes, what is the total of outstanding payments?

Enter the dollar amount that is owed to your Troop for each delinquent parent for Cookie or Fall Fundraiser sales.

Please list all signers/treasurers on the bank account.

List all volunteers who have access to the bank account or do any bookkeeping for the Troop.

Please provide your 9-digit routing number.

This can be found on your checks or on your bank statement.

What is your current Troop level.

Enter the level your Troop was in this Membership Year.

Did your Troop work on or complete a Journey? If yes, which one.

Please describe which Journey you worked on or completed. If you did not work on or complete a Journey this year, enter no.

Did your Troop earn any badges or awards? If yes, which ones.

Please describe which badges or awards your Troop earned this year. If your Troop did not earn any badges or awards this year, enter no.

Did your Troop attend any Council Programs? If yes, which did you attend?

Please describe which programs your Troop attended. If your Troop did not attend a Council Program this year, enter no.

Did your Troop do any traveling? If yes, where did you go?

Please describe any traveling your Troop did this year. If your Troop did not travel, enter no.

What was your beginning balance on June 1st, 2020?

Please enter the balance your Troop had on June 1, 2020.

Preview and Publish

Click preview and add attachments. Add your bank statement from May, 2020 and May, 2021. You will also attach your check registrar or list of expenses for the year. You will be able to preview your Finance Report before submitting.

Once you are finished, submit your report.

Give your self a pat on the back. You are done with your Troop Finance Report. If Council has any questions, we will reach out.

Thank you!