Annual Finance Report Form

- **Deadline to submit is June 30th**
- Find Report at www.gsmw.org
  Go to members > for volunteers > leader resources > troop banking > annual report
- It is **required** to upload documentation to submit the report. You do not have to have all documents, if you are missing something you can email accounting directly.
- The report will take approximately 30 minutes to an hour to complete depending on troop size.

Items needed to complete report
- Bank Name and Account number
- List of all current bank signers for troop
- Banks Statements from June of last year-May of this year: ready to upload to report
- Receipts from June of last year-May of this year: ready to upload to report
- If bank account balance is over $1,000, a brief explanation of how your Troop plans to use the funds

Organize Income and Expenses
- Income should be organized into the following categories
  - Girl Scout national membership fees
  - Fall magazine & nut program
  - Cookie program
    - Use the Product Finance tool to find your Cookie and Fall income numbers
  - Troop money-earning project
  - Troop / Group sponsorships
  - Funds for insignia/recognition
  - Funds for programs, trips, camping
  - Troop dues
  - Other (will need brief explanation)
    - ➢ Calculate the total receipts for each category of Income.

- Expenses should be organized into the following categories
  - Girl Scout national membership fees
  - Cost of fall magazine & nut program (including online sales)
  - Cost of cookie program
  - Cost of leftover product
    - Use the Product Finance Tool to find your Cookie and Fall expense and left over cookie numbers
  - Cost of Troop supplies and snacks
  - Cost of Service Projects
  - Cost of insignia/recognition
  - Cost of programs, trips, camping
  - Other (will need brief explanation)
    - ➢ Calculate the total receipts for each category of Expense.

Resources Available
- Online **www.GSMW.org** -Go to members > for volunteers > leader resources > troop banking > annual report, there you will find the following.
    - Tutorial Video - step-by-step guide to assist with completing the Finance report.
    - Annual Financial Report Monthly Template – worksheet template to help organize income & expenses.
    - Product Finance Tool – spreadsheet summarizing your troop's activity for the financial literacy programs for the year. Will also calculate the cost of your leftover product.
- Your Member Experience Manager can also answer most of your questions or concerns.
- Office hours with Accounting during the month of June. Look for the link to sign up in the June newsletter each year.

Completing the Annual Finance Report Form Online
- Find Report at www.gsmw.org
  Go to members > for volunteers > leader resources > troop banking > annual report
- The report has an option to be saved. At the bottom of each page there is a save button. It will prompt you to sign up. Click "Skip create an Account" to bypass this. Enter your email and you will be emailed a link to your draft to continue later.

Page 1
- Select membership year-only current one available
- Select if you are a Troop or Service Unit

Page 2
- Add Troop Number and Troop Location
- Select Troop's current status
- Submit your name, role, phone number and email

Page 3
- Enter Bank Name and last 4 of the account number
- List first and last name of current bank signers
- Enter Beginning Bank Balance-Use June 1st bank statement
- Enter Income into correct category
    - Explain income categorized as "Other"
- Enter Expenses into correct category
    - Explain expenses categorized as "Other"
- Ending balance should match May 31st of this year. If balance is off by more than $100 explain in the comment section on page 4.
- If troop's ending balance is over $1,000, explain troop plans to use funds

Page 4
- Upload receipts and bank statements between June of last year to May of this year.
      You must upload some documents to submit form.
- Required documents that are not uploaded will need to be emailed or mailed to accounting.
- Share your Comments and Questions
- Check the agreement box, sign, date and submit.