

Troop / Service Unit Financial Report

1404 N. Ash St., Spokane, WA 99201
 (509) 747-8091 ☼ (800) 827-9478
www.gsewni.org



Due to the GSEWNI Spokane office annually no later than the 30th of June

TODAY'S DATE: _____

Troop #: _____ Service Unit #: _____ Program Age Level: _____

Number of Registered Girls: _____ Number of Registered Adults: _____

Name of Person Completing Report _____

Phone Number _____ Reporting Period: From _____ To _____

** For starred items, complete Worksheet on other side.*

Balance on hand beginning of reporting period \$ _____ (1)

Income

- Troop Dues (do not include GSUSA Membership registration) _____ (2)
- Cookie Sale (troop profit only) _____ (3)
- Calendar Sale (troop profit only) _____ (4)
- * Fall Product Sales _____ (5)
- * Other Troop Money Earning Projects (troop profit only) _____ (6)
- * Troop Sponsorship _____ (7)
- * Other Income/Contributions _____ (8)

Total Income (Add lines 2 through 8) \$ _____ (9)

Balance (Add lines 1 and 9) \$ _____ (10)

Expenses (Report monies spent to date only)

- * Troop Program \$ _____ (11)
- Patches, Badges, and Insignia _____ (12)
- * Troop Camping _____ (13)
- Service Projects _____ (14)
- * Troop Trips/Field Trips _____ (15)
- * Other Expenses _____ (16)

Total Expenses (Add lines 11 through 16) \$ _____ (17)

Balance on hand at the end of reporting period \$ _____ (18)
 (Subtract line 17 from 10) (Explain on "Carry Over Worksheet" (pg. 5) how balance will be used.)

Note: Financial records (including receipts and bank records) should be kept for 2 years.

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Girl Scouts®
 Girl Scouts Eastern Washington
 & Northern Idaho

Income Worksheet:

Other Troop Money Earning Projects:

Income/Contributions		Troop Sponsorship		Other	
Project	\$ Profit	Source	\$ Profit	Source	\$ Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total (Line 6)	_____	Total (Line 7)	_____	Total (Line 8)	_____

Expense Worksheet:

Troop Program:

Program Supplies	\$ _____
Field Trips	_____
SU Event Fees	_____
Council Event Fees	_____
Parties	_____
Other _____	_____
Total (Line 11)	\$ _____

Troop Camping:

Program Supplies	\$ _____
Food	_____
Site Fees	_____
Equipment Rental	_____
Other	_____
Total (Line 13)	\$ _____

Extended Trips: (Trips more than 10 hours)

Program/Entertainment Fees	\$ _____
Food	_____
Lodging	_____
Transportation	_____
Other	_____
Total (Line 15)	\$ _____

Other Expenses:

Bank Fees	\$ _____
Parking, Gas (if any)	_____
Leaders' Guides	_____
Postage	_____
Printing	_____
Other	_____
Total (Line 16)	\$ _____

Membership/Volunteer Coordinator Signature: _____

Director of Membership Signature: _____

File with Council Registrar