

# GSEOK Financial Reports

## WHY?

Girl Scouts of Eastern Oklahoma is a not-for-profit 501(3)(c ) and their ultimate responsibility is to the girls being served by them.

The council has set guidelines that all troop accounts must be monitored twice a year to ensure that troop finances are being used correctly and/or not being abused.

At this time the IRS does not require that not-for-profits report all the funds held by their underlying offices (troops) but that could change in the future.

# GSEOK Financial Reports

## WHEN?

- Typically troops operate during the school year, from August to May.
- Troops turn in Financial Reports and copies of their bank statements twice a year (January and May).
- The January Financial Report covers the 1<sup>st</sup> half of the active Girl Scout Year – August through December, along with any activity from the summer months of May-July.
- The May Financial Report covers the 2<sup>nd</sup> half of the active Girl Scout year – January through April. The troop turns in two (2) copies of the Financial Report and two copies of the supporting bank statements.

# GSEOK Financial Reports

## HOW?

The SU team/manager reviews the January Financial Report:

- verifies that any Fall Product Sale proceeds have been deposited
- verifies that funds are not being spent on items not allowed
- requests any additional explanation of expenditures
- returns the Financial Report to the troop, with any comments


The SU team/manager reviews the May Financial Report:

- verifies that any Cookie Sale proceeds have been deposited
- verifies that funds are not being spent on items not allowed
- requests any additional explanation of expenditures
- returns the Financial Report to the troop, with any comments
- sends the second copy of the Financial Report to the council

# GSEOK Financial Reports

Route 66 Service Unit Girl Scouts of Eastern Oklahoma Council  
 Financial Report 2011 - 2012 Troop # \_\_\_\_\_  
 Level \_\_\_\_\_ # Girls \_\_\_\_\_

Leader's Name : \_\_\_\_\_  
 Bank Name : \_\_\_\_\_  
 Account Number : \_\_\_\_\_



Savings  Checking  ATM/Debit Card  
 Debit card issued by: \_\_\_\_\_ Card# \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(Ultra, MasterCard, etc.)

Signatures on Account  
 1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

Financial Record Report Summary  
Due January Leader Meeting

Beginning Balance May 1	_____	\$0.00
Total Income (May 1 - Dec. 31)	+ _____	\$0.00
Total Expenses (May 1 - Dec. 31)	- _____	\$0.00
Ending Balance (Dec. 31)	_____	\$0.00

Attach May through December Bank Statements

Financial Record Report Summary  
Due May Leader Meeting

Beginning Balance (Jan. 1)	_____	\$0.00
Total Income (Jan. 1 - April 30)	+ _____	\$0.00
Total Expenses (Jan. 1 - April 30)	- _____	\$0.00
Ending Balance (April 30)	_____	\$0.00

Attach January through April Bank Statements

Route 66 Service Unit  Troop # 0  
 Financial Report 2011 - 2012 Page 1 of 1

Date	Description	Purpose / Explanation	Expense	Income	Balance
5/1/2011	Starting Balance	Starting Balance			\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Expenses and Income			\$0.00	\$0.00	\$0.00

# GSEOK Financial Report - Totals Page

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<u>Route 66</u>	<b>Service Unit</b>	Girl Scouts of Eastern Oklahoma Council	
Financial Report <u>2011 - 2012</u>		Troop # <u>123</u>	
		Level <u>BR</u>	# Girls <u>15</u>
Leader's Name : <u>Leader Name</u>			
Bank Name : <u>Arvest</u>			
Account Number : <u>123456789</u>			
<input type="checkbox"/> Savings	<input checked="" type="checkbox"/> Checking	<input type="checkbox"/> ATM/Debit Card	
Debit card issued by: _____	Card # _____	Expiration Date _____	
<small>(Visa, MasterCard, etc.)</small>			
Signatures on Account			
1 <u>Leader Name</u>			
2 <u>Assistant/Co-Leader/Troop Treasurer</u>			
3 <u>Service Unit Manager</u>			

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**The information at the top of the totals page should be filled in:**

- Service Unit
- Financial Report Year
- Troop Number,
- Troop Level (DA, BR, JR, CA, SR, AM),
- # of girls in the troop
- Leader's name, bank name, account number
- Type of account (Savings, Checking, Debit Card)
- The authorized signers on the account

**If you're using the Route 66 Excel spreadsheet, the necessary fields will be populated on the other pages.**

# GSEOK Financial Report - Totals Page

## Financial Record Report Summary Due January Leader Meeting

Beginning Balance May 1	_____
Total Income (May 1 - Dec. 31)	+ _____
Total Expenses (May 1 - Dec. 31)	- _____
Ending Balance (Dec. 31)	_____

*Attach May through December Bank Statements*

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## Financial Record Report Summary Due May Leader Meeting

Beginning Balance (Jan. 1)	_____
Total Income (Jan. 1 - April 30)	+ _____
Total Expenses (Jan. 1 - April 30)	- _____
Ending Balance (April 30)	_____

*Attach January through April Bank Statements*

#300F 10/09

After filling in the expense/income detail pages, fill in the Beginning Balance, Total Income, Total Expenses, and the Ending Balance.

If you're using the Route 66 Excel spreadsheet, **DO NOT** enter anything in the amount fields, they will automatically be filled in by Excel.



# GSEOK Financial Report - Expense/Income Page

## January - April

Route 66          Service Unit  
 Financial Year 2011 - 2012



Troop #          123  
 Page 1 of 1

← Automatically filled in

Date	Description	Purpose / Explanation	Expense	Income	Balance
1/1/2012	Starting Balance	Starting Balance			\$591.86
1/15/2012	Hobby Lobby	Thinking Day craft supplies	\$10.22		\$581.64
2/20/2012	Nam-Hi Grocery	Thinking Day food	\$23.40		\$558.24
3/30/2012	Deposit	Cookie Sale Proceeds		\$961.00	\$1,519.24
		Troop Cookie Sale celebration:			
4/15/2012	Incredible Pizza	5 adults, 15 girls	\$129.80		\$1,389.44
5/20/2012	Wal-Mart	Troops Snacks and Supplies - year-end COA	\$37.53		\$1,351.91
5/20/2012	GSEOK	Badges	\$45.76		\$1,306.15
					\$1,306.15

← Automatically filled in

	Total Expenses and Income		\$246.71	\$961.00	\$1,306.15

← Automatically calculated.

Fill in the expense and income details from the Troop bank statements. All troop expenditures should come through the troop account.

If you're using the Route 66 Excel spreadsheet, the items in black are automatically filled in.



# GSEOK Financial Report - Totals Page

## Financial Record Report Summary Due January Leader Meeting

Beginning Balance May 1		<u>\$321.00</u>
Total Income (May 1 - Dec. 31)	+	<u>\$645.00</u>
Total Expenses (May 1 - Dec. 31)	-	<u>\$374.14</u>
Ending Balance (Dec. 31)		<u>\$591.86</u>

*Attach May through December Bank Statements*

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## Financial Record Report Summary Due May Leader Meeting

Beginning Balance (Jan. 1)		<u>\$591.86</u>
Total Income (Jan. 1 - April 30)	+	<u>\$961.00</u>
Total Expenses (Jan. 1 - April 30)	-	<u>\$246.71</u>
Ending Balance (April 30)		<u>\$1,306.15</u>

*Attach January through April Bank Statements*

Automatically  
calculated.  
and filled in

#300F 10/09

After filling in the expense/income detail pages, fill in the Beginning Balance, Total Income, Total Expenses, and the Ending Balance.

If you're using the Route 66 Excel spreadsheet, **DO NOT** enter anything in the amount fields, they will automatically be filled in by Excel.