

# Troop Financial Report Information & Details



GSEOK 300

Complete form and return to council for financial records.

Service Unit \_\_\_\_\_ Financial Report Year \_\_\_\_\_

Troop # \_\_\_\_\_ Level \_\_\_\_\_ Number of Girls \_\_\_\_\_

Leader/Advisor \_\_\_\_\_ Bank \_\_\_\_\_ Account # \_\_\_\_\_

Checking       ATM/Debit Card

Debit card issued by \_\_\_\_\_ Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Signatures on account

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

## Financial Record Report Summary (Due **December** Leader Meeting)

Beginning Balance May 1 \_\_\_\_\_

Total Income (May 1 - Nov 30) + \_\_\_\_\_

Total Expenses (May 1 - Nov 30) - \_\_\_\_\_

Ending Balance (Nov 30) \_\_\_\_\_

### ***Attach May through November Bank Statements***

Retain ALL receipts - may be needed for auditing

## Financial Record Report Summary (Due **May** Leader Meeting)

Beginning Balance Nov 30 \_\_\_\_\_

Total Income (Dec 1 - Apr 30) \_\_\_\_\_

Total Expenses (Dec 1 - Apr 30) \_\_\_\_\_

Ending Balance (Apr 30) \_\_\_\_\_

### ***Attach December through April Bank Statements***

Retain ALL receipts - may be needed for auditing

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Troop # \_\_\_\_\_

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Date	Description	Purpose	Expense	Income	Balance

<b>Date</b>	<b>Description</b>	<b>Purpose</b>	<b>Expense</b>	<b>Income</b>	<b>Balance</b>