



Girl Scouts – Western Oklahoma, Inc.
Troop/Group Financial Incident Report

Western Oklahoma, Inc. • 121 N. E. 50th Street • Oklahoma City, OK 73105
(405) 528-3535 • 1-800-698-0022 • Fax: (405) 528-4475

To be completed by person filing complaint
Submit to the Finance Director within 3 months of alleged incident

Type of Incident: [] Troop/Group Banking Issue [] Service Unit Banking Issue [] Other _____

Date/Timeframe of Incident: _____
Month(s) Day(s) Year

Troop/Group/SU Leaders Name & Phone Number : _____

Bank Name: _____ Bank Location: _____

Bank Account Number(s): _____

Name of Person(s) Involved: _____

Last First Middle

Name of Person(s) Involved: _____

Last First Middle

Name of Person(s) Involved: _____

Last First Middle

Names and Phone Number of witnesses or others with knowledge of the incident:

- 1. _____
2. _____
3. _____

Describe the sequence of activities, in detail, that indicate an abuse of Troop/Group/Service Unit funds:

What specific issues need to be addressed?

To your knowledge, are there any outstanding cookie deposits? _____
Has anyone confronted the person(s) that are responsible for managing the money? _____
By whom? _____

Incident Report Submitted by: _____ Position: _____ Date: _____

Phone Number: _____ Signature _____

Table with 3 columns: For Council Use, Staff Member, Date. Rows include checkboxes for Investigation Initiated, Police Report Filed, and Investigation Closed.