



FINANCIAL REPORT FOR TROOP/ COMMUNITY SERVICE TEAM

ANNUAL

Girl Scouts-Western Oklahoma, Inc. · 6100 N Robinson · Oklahoma City, OK 73118
(405) 528-GIRL (4475) · 1-800-698-0022 · FAX: (405) 418-4999

Please complete and return this form with copies of receipts & first and last bank account statements attached to this report. Mail to your CST Manager, Field Marketing Executive or to the address listed above by June 30th.

Troop # _____ Level: DA BR JR CA SR CST: _____
Leader: _____ Preferred Email address: _____
Appointed From: _____ to _____

*****If there is over \$150 remaining in your troop account each year, you must attach a brief explanation of earmarked funds. Many troops have events/activities planned during the summer, as good stewards of troop finances-it is your responsibility to ensure that troop profits are utilized to enrich the Girl Scout experience of the total girl membership of this troop.**

BALANCE ON HAND AT BEGINNING OF YEAR \$ _____

INCOME (money received)

Total money collected from QSP (before payment to council) \$ _____

Total money collected from cookie sale (before payment to council) \$ _____

Total money collected from other money-earning event(s) \$ _____

Other income (describe): *Example – donations*
_____ \$ _____

TOTAL INCOME (money received): \$ _____

EXPENSES (money paid)

Total payment to council for QSP \$ _____

Total payment to council for cookies \$ _____

Total cost of other money earning event(s) \$ _____

Troop equipment (flags, books, camp, etc.) \$ _____

Other (describe): *Example – flags, books, camp, etc.*
_____ \$ _____

TOTAL EXPENSES (money spent) \$ _____

BALANCE ON HAND AT END OF YEAR \$ _____

We verify that all troop funds are accounted for, records are accurate, receipts have been kept, and we have practiced sound financial management of our troop funds.

Signatures of 3 authorized signers on checking account 1 (one) **MUST** be the CEO of the Girl Scout Council:

1. _____ Date: _____

2. _____ Date: _____

3. _____, (CEO) Date: _____