



Girl Scouts.

GIRL SCOUTS OF WESTERN NEW YORK, INC.

TROOP/SERVICE UNIT FINANCIAL ACTIVITY REPORT

Date Completed:	County:
<p>For Troop/Group Financial Activity Report: Complete and submit bi-annually on January 15 and June 15. Leader submits report to Service Unit Finance Consultant along with the most recent bank statement. Submit two copies to Service Unit Finance Consultant - retain one copy for troop records. Service Unit Finance Consultant submits one copy to Membership Manager; retains one copy for Service Unit records. For January, report on the fall product sale. The reporting year is from June 1 – December 30. For June, report on the spring product sale. The reporting year is from January 1 – May 31.</p> <p>Please note: Use the Troop/Service Unit Detailed Cash Record (Form #2050) to help you manage your troop's income and expenses throughout the year.</p> <p>For Service Unit Financial Activity Report: Complete and submit bi-annually with most recent bank statement to Membership Manager. Retain a copy for Service Unit records.</p>	

Troop/Group #:	Service Unit:	Grade Level:
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INCOME:	
\$	Balance on hand at close of last year
\$	Fall product sale total received
\$	Spring product sale total received
\$	Troop dues
\$	Membership registration
\$	Fees for events, programs, activities
\$	Donations
\$	Additional money earning projects – (please specify)
\$	Other Income – (please specify)
\$	TOTAL INCOME

EXPENSES:	
\$	Total paid for fall product sale to council
\$	Total paid for spring product sale to council
\$	Crafts and program supplies
\$	Field trip/event costs (food, fees, transportation, etc...)
\$	Camping trip costs (food, fees, transportation, etc...)
\$	Service projects
\$	Membership registration
\$	Pins, badges, patches and books
\$	Other expenses – (please specify)
\$	Any outstanding checks or payments
\$	TOTAL EXPENSES
\$	BALANCE ON HAND (Subtract expenses from income) (This amount should match the ending balance on your bank statement.)

Location of Balance on Hand:	Account #:
State Purpose of Balance on Hand:	
Amount of Petty Cash:	Custodian of Petty Cash:
Leader's Signature:	Date:
Co Leader/Finance Rep. Signature:	Date:
Service Unit Finance Consultant Signature:	Date: