



TROOP FINANCIAL ACTIVITY REPORT

SERVICE UNIT FINANCIAL ACTIVITY REPORT

For Troop/Group Annual Finance Report: Complete and submit bi-annually on January 15 and June 15. Leader submits report to the 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 term is from June 1-December 31.
- For June, report on the Spring product sale. The reporting term is from January 1 – May 31.

For Service Unit Annual Finance Report: Complete and submit bi-annually with most recent bank statement to Membership Manager. Retain a copy for your service unit records.

- For January, report on the Fall product sale. The reporting period is from June 1-December 31.
- For June, report on the Spring product sale. The reporting period is from January 1 – May 31.

| | | |
|-----------------|----------------------|---------------------|
| Troop #: | Service Unit: | Grade Level: |
|-----------------|----------------------|---------------------|

| INCOME | |
|--------|--|
| \$ | Ending balance from last reporting period |
| \$ | Total gross income from most recent product sale |
| \$ | Troop dues |
| \$ | Membership registration |
| \$ | Fees for events, programs, activities (camping, field trips, etc.) |
| \$ | Donations (list donors) |
| \$ | Additional money earning projects (list projects) |
| \$ | Other Income – Explain: |
| \$ | TOTAL INCOME |

| EXPENSES | |
|----------|---|
| \$ | Total Paid to GSWNY for product sale |
| \$ | Troop meeting expenses (including crafts and snacks) |
| \$ | 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 – Explain: |
| \$ | TOTAL EXPENSES |
| \$ | BALANCE (Subtract expenses from income) |

State the purpose of the balance on-hand:

| | |
|-----------------------------------|-----------------------|
| Total in account: | Petty cash: |
| Bank Account # | Holder of petty cash: |
| Bank Name: | |
| Leader's Signature: | Date: |
| Co Leader/Finance Rep. Signature: | Date: |
| SU Finance Consultant Signature: | Date: |