

# Annual Troop Financial Report Instructions

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This document provides a detailed set of instructions on understanding, using, and reporting with the Annual Troop Financial Report Excel® form (“the report”). Included in the following pages are: step-by step instructions on how to input your data; highlighted benefits of using the report; and explanations of how to interpret your report.

## General Overview

There are three tabs provided in the report:



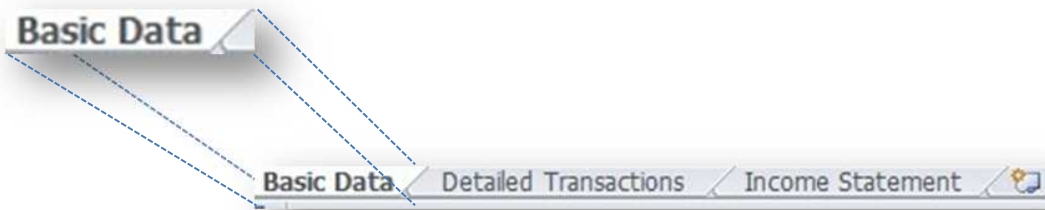
The first tab, “**Basic Data**,” contains the general information pertaining to the Troop, such as:

- Area & Service Unit
- Troop Number, Level, Demographics
- Troop Leader Name & Contact Information
- Bank Account Information
- Bank Statement Reconciliation

The second tab, “**Detailed Transactions**,” is a log for all cash transactions made by the Troop. The format is similar to a checkbook register, with one column for cash received, and another column for cash paid out. Additionally, there is a column providing the running total of the bank account at any given time.

The final tab, “**Income Statement**,” provides a snapshot of all of the year’s transactions made by the Troop, grouped into different categories. The Income Statement provides a total dollar amount of money either used or earned by the Troop throughout the year.

## Basic Data



The Basic Data tab contains all of the general and demographic information about the Troop. The top section of this sheet will be used to input your Troop and Leader data. The areas highlighted in **green** are fields that need to be completed.

The form is titled 'TROOP FINANCIAL REPORT' and includes the Girl Scouts logo and contact information for North Carolina Coastal Pines. It contains several sections with green highlighted input fields and numbered callouts (1-8) pointing to specific areas.

**Girl Scouts - North Carolina Coastal Pines**  
6901 Pinecrest Road, Raleigh, NC 27613  
919-782-3021 or 800-284-4475

**TROOP FINANCIAL REPORT**

This financial report covers the period\*: (month/yr) [1] to (month/yr) [1]

\*Annual report should cover the period May 1 through April 30 unless a different period is specified by Membership Staff and is due by May 30 to your Service Unit Manager or Membership Staff (or as directed) with your ending bank statement. [4]

County/Area/SU	[2]	Troop/Group#	[1]
Leader/Advisor name	[2]	Troop Level	[1]
Email Address	[2]	Day Telephone #	[1]

\*do not enter any dashes or symbols

Number of girls: [2]

**TROOP BANK ACCOUNT INFORMATION**

*Council Policy: No troop funds shall be kept in a personal bank account. Funds **must** be kept in a Troop Bank Account. All accounts must have at least two unrelated adult signers.*

Please check  if Authorized Signer is a debit cardholder for Troop Account. [5]

Bank Name	[5]	Account #	[6]
Authorized Signers:	1 [2] <input type="checkbox"/>	3 [2] <input type="checkbox"/>	
	2 [2] <input type="checkbox"/>	4 [2] <input type="checkbox"/>	

Does troop have online banking access?  Yes  No [7]

[8]

**1 Financial Report Date:** This field should be entered as a date in the format MM/DD/YY. *Typically*, the date range covered by the Annual Financial Report will be from April 30 of the previous year to May 1 of the current year. For example, in 2011 the date range would cover: April 30, 2010 to May 1, 2011.

**2 County/Area:** The County/ Area field provides a drop down menu for selection of your Troop's County and Area. This list is sorted in alphabetical order by county. If there are multiple Areas within your county and you are unsure which Area you are assigned to, please contact your Membership Director.

**3 Service Unit:** A drop down menu is also available for the Service Unit field. This list is sorted in numerical order. If you are unsure which Service Unit your Troop belongs to, please contact your Membership Director.

**4 Troop Level:** Troop levels are listed in a drop down menu. If your Troop is a mixed level troop, please select "Mixed Level" as your option.

**5 Bank Name:** Troops should be using a valid bank account with an approved banking institution to manage the Troop's money. If your bank is not provided on the drop down menu available, please contact your Membership Director.

**6 Account Number:** Please provide your bank account number associated with the bank chosen. If you have more than one bank account, you may list both in the same area. Please indicate the primary bank account with a "\*", a "P", or similar.

**7 Debit Cardholders:** If the authorized signer is also a Troop Account debit cardholder, please indicate this by checking the box next to all members that this applies to.

**8 Online Banking Access:** Use the Yes/ No option toggle to select whether or not your Troop has online banking access. Please be sure to check with all authorized signers before selecting "no," if applicable.

The second half of the Basic Data tab contains a *reconciliation* of the Troop’s bank account information. There are several important key concepts to understand in this area, or your totals will not balance. One such concept is the idea of “outstanding” versus “cleared.” An item that is “outstanding” is a check that has been written, or a deposit that has been made, that is not yet reflected in the bank statement. A “cleared” item is a check or a deposit that has been withdrawn and paid, or successfully deposited and available for use.

Troop Balances - RECONCILIATION			
<b>A</b>	<b>LAST YEAR Balance - May 1</b>		<b>B</b>
	Checking Account		Checking Account (attach copy of stmt)
	Outstanding Deposits		Outstanding Deposits
	Outstanding Checks		Outstanding Checks
	<b>TOTAL BEGINNING</b>	\$0.00 (A)	<b>TOTAL ENDING</b>
			(B) \$0.00
<b>Reconciliation:</b>			
	\$0.00 +	\$0.00 =	\$0.00 (C)
Total Beginning Balance (A)	+	Net Income (from Income Stmt)	=
		Ending Balance(s)*	
*Ending Balance (C) must match your Total Ending Balance (B). If you need assistance, please contact your Service Unit Manager or Membership Staff.			
<input type="checkbox"/> If ending balance is more than \$250, please attach Troop's plan for use of the funds in the space provided below:			
<b>C</b>			

**A Last Year Balance:** The last year balance should reflect your balance as of **May 1<sup>st</sup> of the BEGINNING of the period.** In other words, if you are in the 2011-2012 period, this should be your balance as of May 1<sup>st</sup> of 2011. This is your “starting point” for the year, so to speak—the amount of money that your Troop began the year with. If you Troop did not exist last year, please enter zero (0) in the fields.


- ❖ **Checking Account:** The balance found on your checking account statement, as of May 1, last year.
- ❖ **Outstanding Deposits:** Outstanding Deposits should include all deposits made *before May 1<sup>st</sup> of last year*. If you made a deposit *after* May 1<sup>st</sup> of last year, this will be included in your CURRENT year’s transactions on the Detailed Transaction tab.
- ❖ **Outstanding Checks:** Outstanding Checks include all checks that were written *before May 1<sup>st</sup> of last year*, but that had not cleared the bank (posted to the account) before the bank statement was issued. For example, if a check was written to the Girl Scout NC Coastal Pines Council for \$42.20 for patches and recognition items on

April 30<sup>th</sup> of the prior year but did not get deducted from the Troop's bank account until May 15<sup>th</sup> of last year, this would be an "Outstanding Check."



**Current Year Balance:** The current year balance should reflect your balance as of **April 30<sup>th</sup> of the END of the period.** For example, for the 2011-2012 year, the balance should reflect the bank account as of April 30<sup>th</sup> of 2012. It is made up of the transactions that have already posted to your bank account, as well as deposits and checks that have not yet appeared on a bank statement.


- ❖ **Checking Account:** The bank account balance found on your checking account statement, as of April 30<sup>th</sup> of the current year.
- ❖ **Outstanding Deposits:** This amount reflects deposits that you have made into the Troop bank account and have recorded on the Detailed Transaction sheet, that have not yet cleared the bank. **This amount is automatically calculated based on the Detailed Transaction Log. You do not need to enter anything into this field.**
- ❖ **Outstanding Checks:** This amount reflects checks that you have written, but have not yet posted to or been withdrawn from the Troop bank account. These checks or payments should be recorded on the Detailed Transaction sheet. **This amount is automatically calculated based on the Detailed Transaction Log. You do not need to enter anything into this field.**

 **TIP:** Reconciliations can be performed monthly, to make sure you stay on track. For more information on how to complete the reconciliation, please see the section "Completing the Report"




**Balances in Excess of \$250:** If your Troop has accumulated a balance greater than \$250 in your bank account, please check the box as indicated and provide a brief description of the Troop's plans to spend the excess cash.

## Sample Report at the BEGINNING of a period

	Girl Scouts - North Carolina Coastal Pines 6901 Pinecrest Road, Raleigh, NC 27613 919-782-3021 or 800-284-4475
<b>TROOP FINANCIAL REPORT</b>	
This financial report covers the period*: (month/yr) <u>4/30/2010 to (month/yr) 5/1/2011</u>	
*Annual report should cover the period May 1 through April 30 unless a different period is specified by Membership Staff and is due by May 30 to your Service Unit Manager or Membership Staff (or as directed) with your ending bank statement.	
County/Area/SU	Roswell 51 SU999 Troop/Group# 2012
Leader/Advisor name	Elizabeth Ward Troop Level 11-12 Ambassador
Email Address	Troop2012@roswellrocks.com Day Telephone # (919) 987-6543
	*do not enter any dashes or symbols
	Number of girls: 12
<b>TROOP BANK ACCOUNT INFORMATION</b>	
Council Policy: No troop funds shall be kept in a personal bank account. Funds must be kept in a Troop Bank Account. All accounts must have at least two unrelated adult signers.	
Please check box if Authorized Signer is a debit cardholder for Troop Account.	
Bank Name	BB&T Account # 510999999
Authorized Signers:	1 Elizabeth Ward <input checked="" type="checkbox"/> 3 Monica Lail <input checked="" type="checkbox"/> 2 Lisa Rower <input checked="" type="checkbox"/> 4 Courtney Diaz <input checked="" type="checkbox"/>
	Does troop have online banking access? <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Troop Balances - RECONCILIATION</b>	
<b>LAST YEAR Balance - May 1</b>	<b>CURRENT YEAR Balance - April 30</b>
Checking Account	Checking Account (attach copy of stmt)
\$1,220.59	\$0.00
Outstanding Deposits	Outstanding Deposits
\$260.31	\$0.00
Outstanding Checks	Outstanding Checks
\$964.77	\$0.00
<b>TOTAL BEGINNING</b>	<b>TOTAL ENDING</b>
<u>\$516.13 (A)</u>	<u>(B) \$0.00</u>
<b>Reconciliation:</b>	
\$516.13 +	\$0.00 =
\$516.13 (C)	
Initial Beginning Balance (A)	Net Income (from Income Stmt) Ending Balance(s)*
*Ending Balance (C) must match your Total Ending Balance (B). If you need assistance, please contact your Service Unit Manager or Membership Staff.	
<input type="checkbox"/> If ending balance is more than \$250, please attach Troop's plan for use of the funds in the space provided below.	

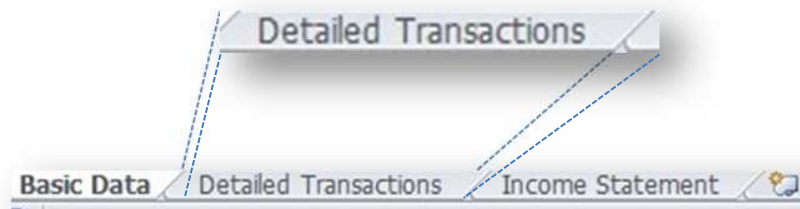
**\*\*The reconciliation & ending balance areas will not be complete until April 30<sup>th</sup>—this rest of this area will update automatically as transactions are entered into the Detailed Transaction Log. Troops may enter their bank account balance at the end of every month if they choose to reconcile on a regular basis.**

## Sample Report at the END of a period

	Girl Scouts - North Carolina Coastal Pines 6901 Pinecrest Road, Raleigh, NC 27613 919-782-3021 or 800-284-4475		
<b>TROOP FINANCIAL REPORT</b>			
This financial report covers the period*: (month/yr) <b>4/30/2010</b> to (month/yr) <b>5/1/2011</b> *Annual report should cover the period May 1 through April 30 unless a different period is specified by Membership Staff and is due by May 30 to your Service Unit Manager or Membership Staff (or as directed) with your ending bank			
County/Area/SU	<b>Roswell 51 SU999</b>	Troop/Group#	<b>2012</b>
Leader/Advisor name	<b>Elizabeth Ward</b>	Troop Level	<b>11-12 Ambassador</b>
Email Address	<b>Troop2012@roswellrocks.com</b>	Day Telephone #	<b>(919) 987-6543</b>
		<small>*do not enter any dashes or symbols</small>	
		Number of girls:	<b>12</b>
<b>TROOP BANK ACCOUNT INFORMATION</b>			
<i>Council Policy: No troop funds shall be kept in a personal bank account. Funds <b>must</b> be kept in a Troop Bank Account. All accounts must have at least two unrelated adult signers.</i>			
<i>Please check box if Authorized Signer is a debit cardholder for Troop Account.</i>			
Bank Name	<b>BB&amp;T</b>	Account #	<b>510999999</b>
Authorized Signers:	1 <b>Elizabeth Ward</b> <input checked="" type="checkbox"/>	3 <b>Monica Lail</b> <input checked="" type="checkbox"/>	
	2 <b>Lisa Rover</b> <input checked="" type="checkbox"/>	4 <b>Courtney Diaz</b> <input checked="" type="checkbox"/>	
Does troop have online banking access?			
<b>Troop Balances - RECONCILIATION</b>			
<b>LAST YEAR Balance - May 1</b>		<b>CURRENT YEAR Balance - April 30</b>	
Checking Account	\$1,220.59	Checking Account (attach copy of stmt)	\$1,501.79
Outstanding Deposits	\$260.31	Outstanding Deposits	\$0.00
Outstanding Checks	\$964.77	Outstanding Checks	\$270.00
<b>TOTAL BEGINNING</b>	<b>\$516.13 (A)</b>	<b>TOTAL ENDING</b>	<b>(B) \$1,231.79</b>
<b>Reconciliation:</b>			
	\$516.13 +	\$715.66 =	\$1,231.79 (C)
Total Beginning Balance (A)	Net Income (from Income Stmt)	Ending Balance(s)*	
<b>*Ending Balance (C) must match your Total Ending Balance (B). If you need assistance, please contact your Service Unit Manager or Membership Staff.</b>			
<input checked="" type="checkbox"/> If ending balance is more than \$250, please attach Troop's plan for use of the funds in the space provided below:			
The Troop plans to spend the money on a trip to Carowinds. Tickets, food and games will be paid for with the Troop's funds.			

**\*\*The reconciliation & ending balance is now complete and (C) matches (B).**

## Detailed Transactions



The Detailed Transactions tab is where your Troop will spend the majority of its time. This spreadsheet acts a running log of all of the Troop's money received and money spent. Additionally, if a beginning bank balance was provided, the Detailed Transactions tab will show a running balance of the Troop's bank account.

The spreadsheet is titled "girl scouts" and "DETAILED TRANSACTIONS". It contains the following information:

- 1**: Points to the "Area/ SU/ Troop" field, which contains "Roswell 51/ SU999".
- 2**: Points to the "DATE" column header.
- 3**: Points to the "DEPOSIT/ CHECK #" column header.
- 4**: Points to the "Transaction Description" column header.
- 5**: Points to the "Notes" column header.
- 6**: Points to the "Cash Inflow (Revenue)" and "Cash Outflow (Expense)" columns.
- 7**: Points to the "Running Bank Account Balance - Please enter Beginning Balance on Basic Data sheet." column header.

girl scouts									
DETAILED TRANSACTIONS									
Area/ SU/ Troop		Roswell 51/ SU999		Troop 2012		Year		2011	
Prepared By									
Transactions									
DATE	DEPOSIT/ CHECK #	Cleared the Bank (Y/N)	Transaction Description	Notes	Cash Inflow (Revenue)	Cash Outflow (Expense)	Total	Running Bank Account Balance - Please enter Beginning Balance on Basic Data sheet.	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									

**1 Prepared:** Whoever is preparing the report and tracking the Troop’s transactions throughout the year whether they are the Treasurer or not, should list their own name in this field.

**2 Date:** The date the transaction actually occurred. If the transaction date is unknown, then the date that it cleared the bank is an alternative. **Do NOT include transactions that happened BEFORE your Beginning Bank balance (i.e. transactions prior to May 1), if they were included on page one.**

**3 Cleared Bank:** This field is a drop down menu with the options “Yes” and “No.” For each transaction that the Troop logs, once the bank clears the deposit or expense, this field should be changed to “Yes.” This allows the Troop to keep track of items that have not yet posted to their balance, and facilitates end of month reconciliation. When you select “No” in this field, this causes the amount of the deposit or expense to automatically show up on the first page of the Financial Report, as either an outstanding deposit or an outstanding check. **To appear as an outstanding item, the field MUST be set to “No” or the report will not reconcile. If the transaction has cleared as of the ending bank statement being used, the field MUST be set to “Yes.”**

Example of a deposit that has not cleared the bank:

DATE	DEPOSIT/ CHECK #	Cleared the Bank (Y/N)	Transaction Description	Notes	1	2
					Cash Inflow (Revenue)	Cash Outflow (Expense)
10/1/10		No	Membership Fees	Fees collected for Sally Ride and Mae Jemison	\$24.00	

Field is set to “No”

Amount deposited that has not yet cleared.

How it appears on the first page:

Troop Balances - RECONCILIATION			
LAST YEAR Balance - May 1		CURRENT YEAR Balance - April 30	
Checking Account	\$1,220.59	Checking Account (attach copy of stmt)	
Outstanding Deposits	\$260.31	Outstanding Deposits	\$24.00
Outstanding Checks	\$964.77	Outstanding Checks	\$0.00
<b>TOTAL BEGINNING</b>	\$516.13 (A)	<b>TOTAL ENDING</b>	(B) \$24.00
<b>Reconciliation:</b>			
	\$516.13 +	\$24.00 =	\$540.13 (C)
Total Beginning Balance (A)	Net Income (from Income Stmt)		Ending Balance(s)*

When the field is set to "No," the amount of that transaction appears here until the field is changed to "Yes." If the transaction is an outstanding check rather than a deposit, it will appear on the line below.

**4 Transaction Description:** The transaction description field is another drop down list. The options for money received and for money spent are the same. The following choices are included:

- Bank Fees (ex: Service charges, returned checks, overdraft fees)
- Camping (ex: Troop camping, Camporee)
- Cookie Sale (ex: Cookie money deposited, cookie payments to Council)
- Donations (ex: Donations to Troop, Troop donations to other charities)
- Dues
- Equipment (ex: REUSABLE items such as folding tables, tents, and other durables)
- Fall Product Sale (ex: Fall product money deposited, payments to Council)
- Membership Fees (\$12/person)
- Money-Earning Projects
- Other – items that do not fit into other categories
- Other Money To/ From Council (ex: Financial aid, Wider Opp, Family Partnership Donations)
- Payments Collected from Families (ex: Payments for trips and events)
- Recognitions
- Service Projects (ex: Service projects money collected, service project supplies)
- Supplies (ex: Crafts supplies, paper, food, most items that will be gone after a single use)
- Trips, Activities and Events (end of year troop trip, museums, or Council sponsored events)

**TIP:** *If your ending balance does not reconcile on the Basic Data tab, check and make sure you have entered a transaction description for every item on your Detailed Transaction Log.*

**5 Notes:** The notes field is intended to give the Troop an area to provide a more detailed description. For example, when registration fees are collected, the troop may list the names or initials of the girls money was collected from. When recording expenses, the place of purchase should be recorded here, at a minimum.




**Cash Inflow/ Outflow:** This field is used to record the actual amount of the transaction. **ALL amounts should be entered as positive numbers, regardless of whether they are increases or decreases in cash.** If money is deposited or increases the bank account's balance, the amount should be entered into column (1): Cash Inflow. If the money is a check, debit charge, or it decreases the bank account's balance (for example, service charges), the amount should be entered into column (2): Cash Outflow.



**Running Bank balance:** This column automatically calculates the Troop's running bank balance, based on the transactions entered whether they have cleared or not. The running bank balance uses the **Beginning Balance** provided on the first page to calculate the Troop's balance. Troops are encouraged to update this spreadsheet regularly and use this field as a warning sign or indicator of potentially negative situations, to avoid bouncing checks or overdrafting.

## Sample Detailed Transaction Log - Completed

girl scouts 		Girl Scouts - North Carolina Coastal Pines 6901 Pinecrest Road, Raleigh, NC 27613 919-782-3021 or 800-284-4475						
DETAILED TRANSACTIONS								
Area/ SU/ Troop		Roswell 51/ SU999		Troop 2012		Year		2011
Prepared By				Elizabeth Ward				
Transactions								
DATE	DEPOSIT/ CHECK #	Cleared the Bank (Y/N)	Transaction Description	Notes	1 Cash Inflow (Revenue)	2 Cash Outflow (Expense)	Total	Running Bank Account Balance - <b>Please enter Beginning Balance on Basic Data sheet.</b>
1	5/2/10	Yes	Membership Fees	Fees- Shawna, Liz, Lisa, Monica and parents		\$120.00	\$120.00	\$396.13
2	5/25/10	Yes	Dues	Dues- Mary, Laurel, Kasey, Sophia and Nancy	\$120.00		\$120.00	\$516.13
3	9/3/10	1003 Yes	Recognitions	Pins, Badges, 100 Year Anniversary Patches - GSNCCP		\$56.41	\$56.41	\$459.72
4	10/15/10	1004 Yes	Trips & Activities	Durham Bulls Ball Game		\$160.00	\$160.00	\$299.72
5	10/19/10	1005 Yes	Camping	Camporee		\$120.00	\$120.00	\$179.72
6	10/20/10	Debit Yes	Equipment	Shade Tent for Camping - Walmart		\$52.30	\$52.30	\$127.42
7	10/25/10	Debit Yes	Supplies	Snacks for Troop Meeting - Harris Teeter		\$17.89	\$17.89	\$109.53
8	12/15/10	SC Yes	Bank Fees	Service Charge		\$5.00	\$5.00	\$104.53
9	2/15/11	Yes	Cookie Sale	Cookie Money Collected - Lisa, Monica & Laurel	\$3,000.00		\$3,000.00	\$3,104.53
10	2/17/11	Yes	Cookie Sale	Cookie Money Collected - Booths	\$1,216.54		\$1,216.54	\$4,321.07
11	3/2/11	1006 Yes	Cookie Sale	Payment to Council		\$3,500.00	\$3,500.00	\$821.07
12	3/7/11	Yes	Cookie Sale	Cookie Money Collected - Liz & Shawna	\$1,779.33		\$1,779.33	\$2,600.40
13	3/11/11	Yes	Cookie Sale	Cookie Money Collected - Nancy & Mary	\$2,151.89		\$2,151.89	\$4,752.29
14	3/25/11	1007 Yes	Cookie Sale	Final Cookie Payment to Council		\$3,250.50	\$3,250.50	\$1,501.79
15	4/27/11	1008 No	Projects	Arboretum Planting - John's Junipers		\$250.00	\$250.00	\$1,251.79
16	4/29/11	1009 No	Other	Leaderee - May 2011		\$20.00	\$20.00	\$1,231.79

## Completing the Report

**Step 1:** Make sure that all transactions that appear on your bank statements say “YES” in the “Cleared the Bank” column. If they have NOT gone through, make sure that this column says “NO.” The report will not reconcile unless this is done.

**Step 2:** Make sure you have included all bank charges and service fees from the bank statements. This is recommended to be done monthly.

**Step 3:** Enter your ending bank balance on Page 1 of the Financial Report. You will notice that any OUTSTANDING checks or deposits have automatically appeared in the reconciliation above. In our example, the two checks that were outstanding are showing up as a total of \$270.00 that has not cleared the bank.

CURRENT YEAR Balance - April 30	
Checking Account (attach copy of stmt)	
Outstanding Deposits	\$0.00
Outstanding Checks	\$270.00
<b>TOTAL ENDING</b>	(B) <b>-\$270.00</b>

CURRENT YEAR Balance - April 30	
Checking Account (attach copy of stmt)	\$1,501.79
Outstanding Deposits	\$0.00
Outstanding Checks	\$270.00
<b>TOTAL ENDING</b>	(B) <b>\$1,231.79</b>

**Step 4:** Compare your reconciliation numbers. (B) should now match (C):

Troop Balances - RECONCILIATION			
LAST YEAR Balance - May 1		CURRENT YEAR Balance - April 30	
Checking Account	\$1,220.59	Checking Account (attach copy of stmt)	\$1,501.79
Outstanding Deposits	\$260.31	Outstanding Deposits	\$0.00
Outstanding Checks	\$964.77	Outstanding Checks	\$270.00
<b>TOTAL BEGINNING</b>	<b>\$516.13 (A)</b>	<b>TOTAL ENDING</b>	<b>(B) \$1,231.79</b>
<b>Reconciliation:</b>			
	\$516.13 +	\$715.66 =	\$1,231.79 (C)
Total Beginning Balance (A)		Net Income (from Income Stmt)	Ending Balance(s)*
*Ending Balance (C) must match your Total Ending Balance (B). If you need assistance, please contact your Service Unit Manager or Membership Staff.			
<input type="checkbox"/> If ending balance is more than \$250, please attach Troop's plan for use of the funds in the space provided below:			

**Step 4 (cont):** If your numbers do not match, the following warning will appear:

Troop Balances - RECONCILIATION			
LAST YEAR Balance - May 1		CURRENT YEAR Balance - April 30	
Checking Account	\$1,220.59	Checking Account (attach copy of stmt)	\$1,501.79
Outstanding Deposits	\$260.31	Outstanding Deposits	\$0.00
Outstanding Checks	\$964.77	Outstanding Checks	\$20.00
<b>TOTAL BEGINNING</b>	<b>\$516.13 (A)</b>	<b>TOTAL ENDING</b>	<b>(B) \$1,481.79</b>
<b>Reconciliation:</b>			
	\$516.13 +	\$715.66 =	\$1,231.79 (C)
Total Beginning Balance (A)		Net Income (from Income Stmt)	Ending Balance(s)*
<b>WARNING: RECONCILIATION DOES NOT BALANCE</b>			
			<b>Difference: -\$250.00</b>

If this does appear, go back and make sure that you have marked all transactions correctly as having either "Yes" cleared the bank or "No" they are still outstanding. Make sure you have included all charges, including service charges from the bank. It is also important that all transactions have a transaction description, or they will not appear on the Income Statement, preventing the balances from reconciling.

**Step 5:** If your balance is greater than \$250, provide a brief explanation of the Troop's plans to spend the funds.

**Step 6:** Review your "Income Statement" on the third tab. The Income Statement is split into various activities, so that the Troop may see where they are spending the most money.

**★ TIP:** *Reviewing your Income Statement can help the Troop see where they are spending money and may help identify potential problems, such as cookie money collections.*

**Step 7:** Preparing and submitting your *End of Year* report:

- Your Annual Troop Financial Report should be turned in at the end of the period to your **Service Unit Manager** or your **Membership Director**. If you are unsure who to send it to, please contact your Service Unit.
- The following documents must be included:
  - Page 1 of the Annual Troop Financial Report (Bank Acct info, Reconciliation)
  - Detailed Transaction Log
  - Income Statement
  - Copy of the April 30<sup>th</sup> bank statement (or final statement if the account is now closed)
- Reports must be submitted by **May 31** at the latest.
- All supporting documentation (e.g. receipts, event dates, bank statements) should be kept for at least one year, in the event the Troop is selected for auditing.