

## 2020-2021 Annual Troop Finance Report

### What is it?

Each troop is required to submit an Annual Finance Report summarizing the troop's income and expenses for the period May 1, 2020 - April 30, 2021. The report is **due by June 1, 2021**.

Your troop will be out of compliance and will not be eligible to receive future funds from the Council (i.e. for wider-opportunities, donation pass-thru or incentives) unless the Annual Financial Report is completed.

### How do I submit the report?

The Annual Troop Finance Report is conveniently located in the **Finance Tab of your Volunteer Toolkit** (find this under My GS on the [Council website](#)). Only volunteers in the role of Co-Leader or Treasurer can complete the report, so they should work with the Bank Account Signers to prepare and submit the report.

### What information will I need to provide?

The report asks some general questions about your troop as well as financial specifics. Before completing the report, you'll need to gather the below information:

- Bank account balances as of May 1, 2020 and April 30, 2021
- Over the course of the year, what was the total income from the below activities?
  - ◆ GSUSA Membership Dues Collected
  - ◆ Troop Dues Collected
  - ◆ Activity/Event Fees Collected
  - ◆ Fall Product Sale Collected
  - ◆ Cookie Sale Collected
  - ◆ Money Earning Projects
  - ◆ Donations to the Troop
  - ◆ Other Income
- Over the course of the year, what were the total expenses from the below activities?
  - ◆ GSUSA Membership Dues Paid
  - ◆ Activities/Events/Trips
  - ◆ Fall Product Sale Paid
  - ◆ Cookie Sale Paid
  - ◆ Recognitions/Awards
  - ◆ Troop Supplies
  - ◆ Donations Made by Troop
  - ◆ Other Expenses

### How do I compile this information?

Gather all your bank statements for the year or download all transactions from your online banking account. Categorize each transaction into the above categories. Using our [Troop Financial Tracking Worksheet](#) (downloadable Excel document) makes it easy, and it can be used to keep track of your finances all year long!

Check out our detailed training on gsLearn for more help: **367 Troop Banking: Annual Troop Finance Report**

### I submitted our report! Now what?

**Thank you!** Once your Annual Troop Finance Report has been submitted, we will review and be in touch with any questions. Financial transparency builds strong and invested troops. Your Report should be shared with all troop members and parents/guardians. Download a copy to share with everyone in your troop. Parents can also view the submitted report when they log in to their Volunteer Toolkit.



### What if I have other questions?

Please email the finance team so we can help: [troopbanking@nccoastalpines.org](mailto:troopbanking@nccoastalpines.org)