



# ANNUAL FINANCE REPORT

For troops/groups or service areas – Please indicate  troop/group  service area

For the period of June, \_\_\_\_\_ through May, \_\_\_\_\_

**Instructions: to report all financial transactions for the previous 12 months**

To be completed by: the leader to report all troop/group financial transactions and/or the service area finance manger/service area manager to report all service area financial transactions.

1. Attach 12 months of bank statements to this Annual Finance Report
2. Troop/groups: submit to service area financial manager/service area manager by June 30
3. Service area finance manager/service area manager: complete and submit to your membership manager by June 30
4. Retain a copy for your troop/group/service area records

Troop/group # \_\_\_\_\_ Service area \_\_\_\_\_ # of girl in troop/group \_\_\_\_\_

Grade Level:

- Girl Scout Daisy (grades K-1)     Girl Scout Brownie (grades 2-3)     Girl Scout Junior (grades 4-5)  
 Girl Scout Cadette (grades 6-8)     Girl Scout Senior (grades 9-10)     Girl Scout Ambassador (grades 11-12)

Troop/group leader \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Service area manager \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

Please list all persons authorized on the account. Each account must have three signatures.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

3. Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street City State Zip

Bank name \_\_\_\_\_ Branch \_\_\_\_\_

Account number \_\_\_\_\_

\_\_\_\_\_  
Troop/group leader signature (if troop report) Date

\_\_\_\_\_  
Service area finance manager/service area manager signature Date  
(if service area report)

<p><b>REVIEWED BY</b>—please initial and date  Service area finance manager/service area manager _____ Date _____  Membership manager _____ Date _____</p>
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