girl scouts of greater chicago and northwest indiana

Troop Annual Financial Detail

www.girlscoutsgcnwi.org

By June 15 of each year, troops are required to submit to their membership specialist an annual financial report accompanied by a reconciled bank statement, including a detailed cash report or software program report of their choice, to track monthly financial transactions. Troops are encouraged to keep detailed records and receipts for one year following each membership year.

All troops are required to hold their Girl Scout funds in a bank account. All Girl Scout bank accounts must be opened in the name of Girl Scouts of Greater Chicago and Northwest Indiana, Troop Number XXXXX. The federal tax ID number is 36-3871241. Bank statements are to be sent to the home address of a person registered with the troop, not to the Girl Scouts of Greater Chicago and Northwest Indiana's corporate address."

~ Volunteer Procedures, Girl Scouts of Greater Chicago and Northwest Indiana, September 2009

Troop # _____ Grade Level: D B J C S A Year _____

Date	Item	Income	Expenses	Running Balance

Troop # _____ Year _____

Date	Item	Income	Expenses	Running Balance

Ending Balance $ _____ Date _____

Leader name _____

Daytime Phone _____ Cell Phone _____

E-mail address _____

Leader signature _____