

Annual Finance Report For Group/Troop and Service Unit

Due by May 31st of each Program Year

Submit this form with copies of past 12 month's bank statements to address listed above

Group/Troop 5 Digit # _____	Grade _____
Service Unit Name _____	District _____
Number of Registered Girls _____	Number of Registered Adults _____
Person Completing Form _____	Date _____
Phone Number _____	E-mail Address _____
Name of Bank _____	Address of Bank _____
Bank Account Number _____	Report Year _____
1 st Signer _____	2 nd Signer _____

Two non-related approved registered adult authorized signers required on account

****Circle name of person holding checkbook/monies****

What to do with group/troop funds if volunteer leadership of group/troop is changing:

- **New leadership:** all group/troop supplies, financial records and bank account information must be given to the new approved volunteer within two weeks.
- **No leadership:** return all group/troop supplies, financial records, and bank account information to your Membership Specialist or District Office within two weeks.

What to do with group/troop funds if group/troop is disbanding:

- The group/troop will decide how its money is best used for well-balanced program activities with currently registered girls.
 - Group/Troop funds may not be used for non – Girl Scout purposes.
 - Under no circumstances shall the money be divided among members of the group/troop for personal use, nor may the adult members who are authorized signers use the funds for personal use.

If girls join other group/troop:

- The money will be divided proportionately and put into those group/troop accounts within two weeks.

If a girl becomes an independent Girl Scout:

- The money will be forwarded to Council to be held on behalf of that girl.
 - Money for an independent girl is held until she uses it or does not register.

If no girls from the group/troop want to continue:

- The funds will be transferred to the Service Unit account.
 - If there is not a functioning Service Unit, money will be forwarded to Council and kept for a period of one year.

Contact your Membership Specialist if you need assistance or have any questions.

(OVER)

