TROOP FINANCE WORKSHEET AND ANNUAL REPORT

DIRECTIONS

SECTION 1: TROOP BANKING INFORMATION

Please complete the troop bank account information for the period from **June 1st of last year through May 31st of the current year**.

*Reminder: Troop funds should be banked in the name of the troop **and** the Council. Two adults should be given authority to draw against the account. These will usually be the Leader, Assistant Leader, or Troop Committee Chairman. This suggestion is made in order to give access to the troop funds in case the Leader is called away or unable to sign checks. When signatories are updated for the Troop, please be sure to complete the "American Savings Bank New Account/Changes to Existing Account Checklist" form located in our Volunteer Resources section on our website. Take this form to your local ASB Branch and update your signature card while you're there.*

SECTION 2: DETAILED CASH RECORDS OF TROOP BANK ACCOUNT

Please use the example below to complete the detailed cash record of your Troop's bank account. If more sheets are required, please photocopy this page or attach your own file.

Example:

DATE	ITEM	INCOME	EXPENSES	AMT OF CASH ON HAND
6/1/13	*Balance from previous year*	*$1,025.00*	*$850.00*	*$175.00*
6/3/13	*Deposit for Troop Dues – June, 2013*	*$50.00*		*$225.00*
6/22/13	*Deposit for Venue Fee – 4th of July*		*$10.00*	*$215.00*

Troop Carryover Limits

Troops are allowed to carryover funds from one membership year to the next to facilitate the participation in program opportunities year round. However, the carryovers of large balances are discouraged, as the funds should be expended on a timely basis to encourage girl's participation in troop activities. The table below outlines the carryover limits per girl.

LEVEL	CARRYOVER $ LIMIT per girl	EXAMPLE – Group of 5
Daisy	$100	$500
Brownie	$200	$1,000.00
Junior	$300	$1,500.00
Cadette	$500	$2,500.00
Senior/Ambassador	$500	$2,500.00

SECTION 3: FORM SUBMITTAL AND RECORD KEEPING

Please submit your forms to your Service Unit Manager no later than **June 15th.** A copy of this form should be kept with your troop files for seven (7) years. This record, or a copy of it, should be transferred from one Leader to another as the leadership of troop changes; from one Treasurer to another as the office changes.

FORM A2207 - Troop Finance Worksheet and Annual Report
June 1, 2013 – May 31, 2014

SECTION 1: TROOP BANKING INFORMATION

Troop #:_____ Service Unit:_____

Troop Treasurer's Name: _____

Address:_____

Phone:_____ Email:_____

Troop Leader's Name: _____

Address:_____

Phone:_____ Email:_____

BANK ACCOUNT INFORMATION:

Bank Name: _____ Branch: _____

Account #:_____ Type of Account:_____

Address where statements are mailed:_____

Authorized Signatories on the Account (Minimum of 2):

Name: _____ Signature:_____

Name: _____ Signature:_____

Name: _____ Signature:_____

Troop Equipment/Resources are kept by:

Name: _____ Role in the Troop: _____

Address:_____

Phone:_____ Email:_____

TROOP RESOURCES (BOOKS, EQUIPMENT, ETC.)

_____

_____

_____

_____

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June 1, 2013 – May 31, 2014

DETAILED CASH RECORD FOR TROOP# _____

DATE	ITEM	INCOME	EXPENSES	AMOUNT OF CASH ON HAND

ANNUAL TOTAL	INCOME	EXPENSES	AMOUNT OF CASH ON HAND

1. Is the Amount of Cash on Hand below the carryover limit for the troop? ☒ Yes ☐ No
2. If no, please provide a brief explanation as to the intended use of the funds and the time frame in which it will be spent.

Signature of Troop Treasurer / Date	Troop #
Signature of Service Unit Manager	Date
Council Representative Signature / Date Received	Action (Check all that apply): ☐ File ☐ Contact ☐ Carryover Approved ☐ Carryover Denied