

2010 Finance Report Directions:

This workbook will help you complete your Annual Report quickly & Accurately!

**NOTE: Any/All cells that are Highlighted in GREEN ARE FORMULAS!
Do not type information into these cells or the Report will not be accurate!**

The information from the Income and Expense Tabs feed automatically!
Follow the directions below for the best results!

To get started - you will need the following paperwork:

1. Registration records for the troop.
2. Receipts for all Expenses (summer 09 to March 2010).
3. Troop Bank Account Statements (Aug-March).
4. Troop Schedule for the year (helps with dates!)

Once you have the paperwork together you will:

1. **Open the Income Tab**
2. Complete each area of income received for the year, starting with Registration (B25 and B26).
3. Follow into each area and complete through the Dues collected section.

Note: The profit from sales and any other income MUST BE entered into the Cells at the TOP OF THE FORM (Cells D11 through D18).

Once you have entered all of your troop income:

1. **Open the expense Tab**
2. Complete each area of income received for the year, starting with Juliette Low World Friendship Fund (Row 31)
3. Follow into each area and complete through the Other Expenses section starting on Row 138.

Once you have entered all of your troop expenses:

1. **Open the Report Tab**
2. Complete Troop Information in cells (D 4, 5, 6, 7 AND G 4, 5)
3. Enter your current Bank Account Balance into Cell G28
4. Enter the Petty Cash funds into Cell G29
5. Enter the Troop Bank Account Information (Cells D 35 to 41)
6. Enter your name (person completing this report)

Once you have completed the Report Tab:

1. **Open the Inventory Tab**
2. Complete for all Troop Inventory (See top for details)

Print the Report Tab and the Inventory Tab (They are set for printing!)

Sign the Report along with the Troop Leader

Attach the March 2010 Bank Statement & Inventory Report

Give to the School Coordinator at the April Meeting!

Line #	Income	Amount
3	National Membership dues	\$ 192.00
4	Juliette Low World Friendship fund	\$ 20.00
5	Program Fees (Collected)	\$ 50.00
6	Events:	\$ 10.00
7	Trips:	\$ 50.00
8	Outdoor/Camping	\$ 200.00
9	GIFTs for Girls	\$ 15.00
10	Troop/Group Dues (Collected)	\$ 320.00
11	Fall Product Sales - TOTAL PROFIT	\$ 175.50
12	Cookie Sales TOTAL PROFIT	\$ 825.00
13	Other Money Earning Projects (list):	\$ -
14	<i>Enter Income not noted above here!</i>	\$ -
15		\$ -
16		\$ -
17	Other (specify):	\$ -
18		\$ -
19	TOTAL INCOME (lines 3-18)	\$ 1,857.50

Troop Detail

National Membership dues		
#	Description	Amount
10	Registered Girls (12 each)	\$ 120.00
6	Registered Adults (12 each)	\$ 72.00
	TOTAL	\$ 192.00

Juliette Low World Friendship Fund		
Date	Description	Amount
02/01/10	Thinking Day @ \$2.00 per girl	\$ 20.00
		\$ -
	TOTAL	\$ 20.00

Program Fee's Collected		
Date	Description	Amount
09/01/09	Journey Books for each girl	\$ 50.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 50.00

Event Fee's Collected:		
Date	Description	Amount
02/01/10	Green Oaks Thinking Day	\$ 10.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 10.00

Trip Fee's Collected:		
Date	Description	Amount
09/01/09	Zoo trip	\$ 50.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 50.00

Outdoor/Camping Fee's Collected:		
Date	Description	Amount
11/01/09	Camping trip	\$ 100.00
03/01/10	Camporee	\$ 100.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 200.00

GIFTS FOR GIRLS Collectd		
Date	Girls Name	Amount
10/01/09	Jessica	\$ 5.00
10/01/09	Sandra	\$ 5.00
10/01/09	Elaine	\$ 5.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 15.00

Troop Dues Collected		
Date	Description	Amount
August	Monthly Troop Dues	\$ 40.00
September	Monthly Troop Dues	\$ 40.00
October	Monthly Troop Dues	\$ 40.00
November	Monthly Troop Dues	\$ 40.00
December	Monthly Troop Dues	\$ 40.00
January	Monthly Troop Dues	\$ 40.00
February	Monthly Troop Dues	\$ 40.00
March	Monthly Troop Dues	\$ 40.00
	TOTAL	\$ 320.00

Line #	EXENSE	Amount
3	National Membership dues	\$ 192.00
4	Juliette Low World Friendship fund	\$ 20.00
5	Program Fees (MONEY SPENT)	\$ 75.00
6	Events:	\$ 30.00
7	Trips:	\$ 150.00
8	Outdoor/Camping	\$ 500.00
9	GIFTs for Girls	\$ 30.00
10	Troop Service Projects	\$ 215.00
11	General Troop Expense (office/etc)	\$ 41.75
12	Program Supplies	\$ 41.75
13	Earned Recognitions	\$ 184.77
14	Other (specify):	\$ 26.25
15		\$ -
16		\$ -
17		\$ -
18		\$ -
19	TOTAL INCOME (lines 3-18)	\$ 1,506.52

Troop Detail

National Membership Dues - PAID		
# People	Description	Amount
10	Registered Girls (12 each)	\$ 120.00
6	Registered Adults (12 each)	\$ 72.00
	TOTAL	\$ 192.00

Juliette Low World Friendship Fund - DEPOSITED		
Date	Description	Amount
02/01/10	Thinking Day	\$ 20.00
		\$ -
	TOTAL	\$ 20.00

Program Fee's Money Spent		
Date	Description	Amount
02/01/09	Journey materials and books	\$ 75.00
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 75.00

General Troop Expense - Office Supplies - etc		
Date	Description	Amount
09/01/09	Paper/Pens/Girl Notebooks	\$ 22.50
11/01/09	Storage box for troop records	\$ 12.00
02/01/10	Poster board and supplies - Cookie posters	\$ 7.25
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 41.75

Troop Program Supplies		
Date	Description	Amount
09/01/09	Zoo swap materials - crafts	\$ 7.50
11/01/09	Thinking day swap materials	\$ 12.56
02/01/10	Journey project supplies (home depot)	\$ 18.46
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 38.52

Earned Recognitions		
Date	Description	Amount
09/01/09	Rededication Ceremony (Stars/patch)	\$ 41.99
11/09/10	Green Oaks patch/Journey Neclaces30	\$ 30.00
02/01/10	Cookie Pins	\$ 20.00
03/10/10	Court of Awards - Journey patches	\$ 92.78
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 184.77

OTHER		
Date	Description	Amount
01/01/10	Cookie Kick-Off party refreshments	\$ 26.25
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	TOTAL	\$ 26.25

Green Oaks Service Unit Finance Report 2009-2010 Year End

Troop Information:

Troop #: <u>1234</u>	# Girls Registered: <u>10</u>
Troop Age Level: <u>Junior</u>	# Adults Registered: <u>6</u>
Leader Name: <u>Linda Leader</u>	
Co-Leader or Treasurer Name: <u>Tammy Treasurer</u>	

Line #	Income	Amount	Expense	Amount
3	National Membership dues	\$ 192.00	National Membership dues	\$ 192.00
4	Juliette Low World Friendship fund	\$ 20.00	Juliette Low World Friendship fund	\$ 20.00
5	Program Fees (Collected)	\$ 50.00	Program Activity Fees (Spent)	\$ 75.00
6	Events:	\$ 10.00	Events:	\$ 30.00
7	Trips:	\$ 50.00	Trips:	\$ 150.00
8	Outdoor/Camping	\$ 200.00	Outdoor/Camping	\$ 500.00
9	GIFTs for Girls	\$ 15.00	GIFTs for Girls	\$ 30.00
10	Troop/Group Dues (Collected)	\$ 320.00	Troop Service Projects	\$ 215.00
11	Fall Product Sales	\$ 175.50	General Troop Expense (office/etc)	\$ 41.75
12	Cookie Sales	\$ 825.00	Program Supplies	\$ 41.75
13	Other Money Earning Projects (list):	\$ -	Earned Recognitions	\$ 184.77
14		\$ -	Other (specify):	\$ 26.25
15		\$ -		\$ -
16		\$ -		\$ -
17	Other (specify):	\$ -		\$ -
18		\$ -		\$ -
19	TOTAL INCOME (lines 3-18)	\$ 1,857.50	TOTAL EXPENSE (lines 3-18)	\$ 1,506.52
20	Beginning Balance (Year End Report 2009)	\$ 124.44	Bank Balance (3/31/2010)	\$ 425.42
21	Income	\$ 1,857.50	Petty Cash on hand	\$ 50.00
22	TOTAL INCOME (lines 20-21)	\$ 1,981.94	TOTAL TROOP FUNDS	\$ 475.42
23	TOTAL EXPENSE (F21)	\$ 1,506.52	Variance between report & bank	\$ 0.00
24	TROOP BALANCE (22 - 23)	\$ 475.42		

Troop Bank Account Information:

Bank Name: Wachovia
 Account #: 12345678910112
 List ALL Names on Account: Linda Leader
Tammy Treasurer
Tonya Team Member
 Statements are sent to: Tammy Treasurer
 Address: 789 Any Street, Orlando, FL 12345

Troop Signatures

Person Completing Report Name: Tammy Treasurer
 Signature: _____
 Troop Leader Signature: _____

School Coordinator - REPORT:

March 2010 Bank Statement: Attached Missing N/A
 2009-2010 TAR Reports: Attached Missing N/A
 Troop Issues/concerns: Noted In Progress N/A
 Signature: _____

