

# Troop Finance Report (and Troop Disband From)

## June 1, 2011 - May 31, 2012

Please mail one copy of the Finance Report along with May bank statement to: Finance Reports, 400 Robert Street S, St. Paul, MN 55107 and one to your service unit treasurer or designated service team representative by June 30, 2012. Incomplete forms will be returned including missing bank statements.

Year:   
Troop #:

Service Unit Name:   
Leader Name:   
Leader Name:

Bank Name:   
Account Number:

Branch Location:

Check box/s for each signer:

Account Signers (account MUST have at least two signers)

Debit Card Holder	Checkbook Holder
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Type of Account:  
Checking  Savings

Income		Expenses	
Beginning Balance from previous year		GSUSA Membership Registrations	
Troop Dues		Service Unit Activities/Events	
Sponsorships/Donations		Council Programs/Camp	
Product Sales Proceeds		Troop Activities	
Approved Money-Earning Activities		Troop Supplies (crafts, snacks, etc.)	
Interest on Bank Account		Troop Supplies (GS Store purchases)	
Other (provide list)		Other (provide list)	
<b>Total Income</b>		<b>Total Expenses</b>	

Total Income:   
Total Expenses:   
Ending Balance:

Name of person completing report:   
Initials of SU treasurer/manager reviewing report:

If balance exceeds \$500, how does the troop plan to use the funds?

If ending balances does not match ending balance on bank statement, please explain the difference.

# Only complete the following if the troop is disbanding.



## Troop Disband Form

This past year, this troop disbanded. Complete the following:

Troop #:	
Month:	
Year:	

### Reason for Troop Disbanding:

<input type="checkbox"/>	Lack of adult leadership
<input type="checkbox"/>	Lack of girl members
<input type="checkbox"/>	Girls bridged to become adult Girl Scouts
<input type="checkbox"/>	Reorganized/combined with troop # <input type="text"/>
<input type="checkbox"/>	Other (please specify): <input type="text"/>

### Status of other troop resources:

<input type="checkbox"/>	Supplies and equipment were disbursed by troop prior to disbanding.
<input type="checkbox"/>	Supplies and equipment were not disbursed and are listed below: <input type="text"/>
	These supplies/equipment are located with: <input type="text"/>

**If a troop disbands**, the girls are encouraged to use existing money for activities prior to disbanding. If funds are left, the money is to be turned over to the council. Money is not be given to individual girls or adults. Disbanded troops are required to submit a completed Troop Disbanded Form, along with remaining funds, if any, to the council.

**If a troop splits**, the funds may be divided proportional to the number of girls in each new troop. For example, a troop of 35 girls splits into two distinct troops of 17 and 18 girls respectively. The original troop has \$350 in its treasury. Divided \$350 by 35 girls = \$10 per girl. The funds are then distributed accordingly to the new troops, \$170 to the new troop of 17 and \$180 to the new troop of 18 girls.

### Bank Account Information:

<input type="checkbox"/>	Account has been closed - attached copy of bank statement showing zero balance
<input type="checkbox"/>	Funds have been disbursed to new troop or merged troop