

## **Girl Scouts of Orange County 2018 Troop Financial Report**

All troops are required to submit an annual Troop Financial Report by June 1<sup>st</sup>. The Troop Financial Report submits directly to Girl Scouts of Orange County, and is reviewed by the Volunteer Specialist assigned to your region. **All troops submit the Troop Financial Report (TFR) on the Volunteer Tool Kit (VTK).**

### **Instructions**

#### *Troop Treasurers:*

- In May, get prepared! Organize all of the troop receipts and the check register, as well as a copy of the April 2018 bank statement.
- Using your receipts and/or your troop bank account check register, itemize and list all of the troop income and expense on the Troop Financial Report Spreadsheet, found on the Volunteer Network, under the forms & docs/finance & banking/finance tab. This form is optional.
- Give a copy of this spreadsheet to the Troop Leaders (or other method used).

#### *Troop Leaders:*

- After reviewing the spreadsheet, one Troop Leader should complete the on-line [Troop Financial Report](#) using the totals listed on the spreadsheet. The form is on the Finances Tab of the VTK. **Only Troop Leaders can access this form.**
- Please note there is a 'Save and Resume Later' option if you need to collect additional information.
- Be sure to indicate whether or not your troop is planning to disband, and if the leadership of the troop will change.
- Upload the April 2018 bank statement. *Helpful Hint:* If you do not have a scanner or electronic version of the statement, snap a picture of it with your smart phone to create an electronic file!
- Submit the report on-line by the June 1<sup>st</sup> deadline.
- Please see our [video tutorial](#) for additional training.



As girls grow, experience in Girl Scouting can help them learn to manage money wisely, understanding its value and developing habits of thrift, honesty and self-reliance. As you consider troop/group finances from the standpoint of the girl, remember to:

- Help girls realize that some troop/group activities cost money while other do not. Talk with them about costs in relation to planning
- Be aware of the economic situation of the girls' families in order to set dues and costs at a figure everyone can afford.
- Help girls learn how to handle money through banking, shopping and record keeping.
- Work with girls to identify other ways to cover the cost of their plans. Participation in the Girl Scout Product Sale provides an excellent opportunity for girls to build a lifetime of skills and confidence. Girls learn about goal setting, decision-making, money management, people skills and business ethics: skills essential to building our future leaders.

The annual Troop Finance Report is an opportunity to model transparency, integrity, and financial literacy for your girls, and is also a safeguard to ensure that all troop funds are used appropriately and financial records are maintained in accordance with GSOC Troop Financial Guidelines.

Thank you for demonstrating commitment to your troop and fellow leaders by completing and submitting the [Troop Financial Report](#) by the June 1<sup>st</sup> deadline.

*Service Unit Managers:*

- Communicate with all Troop Leaders in your Service Unit to ensure that they are informed about the troop financial process and deadline. Post the information to your SU Shutterfly or website.
- Be sure that Troop Leaders of disbanding troops follow the troop financial guidelines regarding the closing of their troop bank accounts.