girl scouts of orange county

Annual Troop Finance Report (TFR) Filing Instructions

Each membership year, all Girl Scout troops are required to submit a Troop Finance Report. Troop Finance Reports are due on June 1st. This Troop Finance Report is a snapshot summary of the money received and spent over the last year. Each troop will complete a form with this information and upload a copy of their April bank statement. The report should cover May of the previous year to April of the year the document is being completed. The reporting form can be found on the Finance Tab of the Volunteer Toolkit (VTK).

New:

- Troop Treasurers now have access to the Finance tab on the Volunteer Toolkit. As you know, a Troop Leader and Troop Treasurer would both approve the numbers before the report is submitted.
- Some categories for the report have changed, but if a troop has been using a certain category this year, they need not reclassify for this report. For example, Series is being combined with Events, but if the troop has been tracking their Series amounts, they can add it to either "Other" or "Events" for their report. Please review the new categories outlined on the Spreadsheet for next year.

What You Will Need to File Your Report

- Spreadsheet to Compile Troop Finance Report or your own troop accounting records
- April Bank Statement

Troops may use the Spreadsheet to Compile Troop Finance Report to track their income and expenses throughout the year. This tool matches the information requested on the reporting form and allows the Troop Leader or Troop Treasurer to easily transfer the numbers to the online form. ***The Volunteer Toolkit is only accessible by volunteers who hold a Troop Leader or Troop Treasurer role.***