







TROOP \_\_\_\_\_  
 LEADERS \_\_\_\_\_  
 \_\_\_\_\_

Girl Scout Year \_\_\_\_ - \_\_\_\_

Service Unit: \_\_\_\_\_  
 Person Completing Summary: \_\_\_\_\_  
 Bank: \_\_\_\_\_  
 Account #: \_\_\_\_\_

Please attach a copy of the troop's most recent banking statement and the Troop Trip Log and return to your Service Unit Treasurer by June 15th.

**INCOME:**

- A. List all troop dues collected. Include GSUSA membership registration in this column.
- B. List all monies collected for the council product sales; QSP/nuts and cookies.
- C. All other monies collected through fund raising activities, donations, etc.  
 Explain all other income in comments column.

**EXPENSES:** (Important: insert beginning checkbook balance in column "H")

- D. QSP/nuts and cookie funds paid to council.
- E. All expenses for program: ceremonies, special events, service projects, craft supplies, trainings, etc. Expenses related to all troop trips, including camp, should be listed here.
- F. All official insignia, recognitions, patches, handbooks, sashes, vests or other uniform pieces.
- G. List all other expenses in this column. Explain in comments column.
- H. This column keeps the running balance. **LAST ENTRY SHOULD MATCH CHECKBOOK BALANCE**

Date	Deposit, Debit, or Check#	INCOME			EXPENSES				H	
		A Troop Dues & GSUSA Registration	B Product Program	C All Other Income	D Product Program	E Program Supplies, Camp & Trips	F Recognitions & GSUSA Registration Fees	G All Other Expenses	Beginning Balance	Details
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
									\$ -	
<b>Totals</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>(total income):</b>			<b>(total expenses):</b>				\$ -	

Note: This is a report of transactions executed through the troop checking account; Board policy directs troops to deposit all funds into a bank account and to submit an annual report. DUE: July 15 of each year to the Service Unit Treasurer DUE: July 30 of each year to GSCSNJ

\*It is understood that the balance on this form may not match the balance on the troop's most recent bank statement because of checks that have not been deposited, and because there may be more recent activity than is covered by the bank statement.\* Please attach **only** your most current bank statement!