



## **Girls Scout of Louisiana Pines to the Gulf 2017 Annual Troop Financial Report Guidelines**

All troops are required to submit an annual Troop Financial Report by September 30<sup>th</sup>. The Troop Financial Report submits directly to Girl Scouts of Louisiana and is reviewed by the Troop Support Specialist assigned to your region. **This year, all troops will be submitting the Troop Financial Report on the Volunteer Toolkit (VTK).**

### **Instructions**

#### Troop Leaders/Treasurers:

- In August, get prepared! Organize all the of the troops receipts, the check register and a copy of July bank statement.
- Using your receipts and/or your troop check register, list all the troop income and expense on the [Troop Financial Report Spreadsheet](#), found on the council website, [www.gslpg.org](http://www.gslpg.org), under forms tab or by clicking the above link.
- After reviewing the spreadsheet, one designated Troop Leader should complete the on-line [Troop Financial Report](#) using the totals listed on the spreadsheet. This form is on the Finance Tab of the VTK.
- Please note there is a 'Save and Resume Later' option if you need to collect additional information.
- Upload the Troop Financial Spreadsheet and July or your most recent bank statement. *Helpful hint:* If you do not have a scanner or electronic version of the bank statement, snap a picture of it with your smart phone to create an electronic file.
- Submit the report on-line by the September 30<sup>th</sup> deadline. All submitted reports should be sent to [info@gslpg.org](mailto:info@gslpg.org)
- *Note:* All disbanding troop(s) must submit a final Troop Financial Report. *Refer to Troop Disbanding process.*

#### 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 information on your Service Unit Facebook page (if available) or during your Service Unit meetings.
- Service Unit Manager(s) who don't have access to the Volunteer Toolkit, will have the option to submit the detailed [troop financial spreadsheet](#), along with supporting documents.

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 GSLPG Managing Group Finances Guidelines.



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 others do not; talk with them about costs in relation to plans.
- 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 plan how to earn money to cover the costs of their plans.

#### Tips to Managing Troop Finances:

- Deposit money received in the troop bank account promptly.
- Follow Council banking account guidelines.
- Keep group funds in the bank before an activity or trip, paying for as many items as possible in advance of your departure.
- Use debit cards during activities or trips.
- Keep all receipts and deposit slips.
- Make one person responsible for group funds and for keeping a daily account of expenditures.
- Do not co-mingle troop funds with personal funds.
- All persons handling troop money or bank accounts must have completed a volunteer application, an authorization for background check, and be currently registered.

#### Budgeting:

Troop money management skills include budgeting. A budget is a plan for discovering how much money you are going to need and where the money will be coming from. Budgets should always balance, which means your income is equal to your expenses. In teaching how to budget, remember progression in the learning experience.

- Brainstorm
- Set Goal
- Determine Cost
- Plan A Budget
- Write It Out
- Have Fun

Thank you for demonstrating commitment to your troop and fellow leaders by completing and submitting the [Troop Financial Report](#) by the September 30<sup>th</sup> deadline.