

## SUBMITTING ANNUAL FINANCE REPORTS

### POLICY:

All volunteers responsible for troop or service unit finances, fundraising, and associated collections must be approved with no restrictions. The troop leader and service unit manager are responsible for maintaining records and preparing reports that reflect the status of troop/service unit funds. The troop/service unit finances should be shared regularly with the troop and open to the caregivers of girl members. All troops and service units must submit an Annual Finance Report.

All money collected, earned, and/or deposited in the name of Girl Scouting must be used for the purpose of Girl Scouting. Such money becomes the property of Girl Scouts Western Pennsylvania and is not the property of individuals. Girl Scout troop and service unit funds are not to be credited or given to individuals. To safeguard Girl Scout troop and service unit funds, all Girl Scout troops and service units should open and maintain a bank account. Girl Scout troop and service unit funds are not to be co-mingled with an individual's personal or business accounts.

Girl Scouts Western Pennsylvania provides a Board Resolution authorizing troop/group/service unit volunteers to open and maintain accounts on behalf of the troop/group/service unit. The Board Resolution also allows for the council to make account inquiries and close accounts if necessary. The designated signers are authorized to deposit and withdraw monies from the troop/group/service unit accounts only. The designated signers on troop/group/service unit bank accounts are not authorized to conduct any other business on behalf of Girl Scouts Western Pennsylvania or to access any accounts the council may maintain at the bank except for those specific to their troop/group/service unit.

A disbanded troop is defined as a group no longer participating in Girl Scouts. As part of this process, the service unit team and council staff will make reasonable efforts to secure additional girls and/or new volunteer leadership for the troop. If it is determined a troop will not continue, the girls in the troop are to decide how their troop funds will be spent and how any troop supplies or equipment will be disbursed within 60 days (about two months) of disbanding or dividing. Troop funds should be used for programs, summer camp opportunities, registration for girls continuing within another troop or as individuals, or lifetime membership for graduating seniors. Troops must submit a final finance report as part of the disbanding process.

Want to learn more about submitting Annual Finance Reports? [Visit our website.](#)

## **PROCEDURE:**

1. Maintain and track all transactions (income and expenses) throughout the year. Keep financial records including bank statements, receipts, invoices, and deposit slips.
2. You may opt to update the Annual Finance Report monthly or quarterly throughout the year or complete the report at the end of the 12-month period the report reflects (June-May).
3. Submit the Annual Finance Report by June 15. Include the following:
  - 12 months of bank statements or the transaction history for the account.
  - Receipts or invoices to account for cash purchases or ATM withdrawals.

If you need assistance completing the report, please contact us at 800-248-3355. We will be happy to help you.

4. Answer any inquiries for additional information. Inquiries may be due to incomplete information or financial accountability concerns.
5. You will receive an email approving or rejecting the Annual Finance Report.
6. If you have any questions about Annual Finance Reports, please contact the volunteer finance specialist at 800-248-3355.

**Revised 3/21/2023**