Financial Report Tip Sheet

girl scouts of southern illinois

Why do we have this tip sheet?

Our GSofSI staff has listened to our volunteers on how we can simplify the financial reporting process. We have new updates to introduce that will streamline the process, making it very easy to submit. The tip sheet's purpose is to introduce those changes!

Objectives

- Supply information to successfully submit your Troop and Service Unit Financial Report.
- Supply Service Unit Treasurers (SUTs) with information for reviewing Troop Financial Reports for their area.

Resources

- Troop Financial Report
- SU Financial Report
- Troop Finance Tracking Spreadsheet
- Service Unit Finance Tracking Spreadsheet
- For Service Unit Treasurers: Troop Checking Account/Financial Report Review
- Troop Finances Page
- gsLearn Course: 416 (GSofSI Council) Finance Reporting

Future Planning

Financial Reports are due the last Thursday of June each year.

Finance Tracking Sheet

Our Finance Tracking Sheet has been updated to include an Instructions and Glossary tabs to help users gain a more comprehensive understanding of how to use this invaluable tool! (Note: The sheet now recognizes when to subtract an amount listed as an expense. If you've used this sheet before, it is no longer necessary to enter a negative number.) When used correctly, this tool is extremely helpful for Treasurers to record and calculate income and expenses over the membership year. Think of it as your own checkbook register that will not only allow you to itemize well-defined income and expenses, but it will also do the calculations for you!

Helpful Tips:

1. Download a copy of the Financial Tracking Spreadsheet and enter your account transactions on the Details tab. To download a copy, visit Forms and Documents>Financial Forms on our website, or click the link above in the Resources section. Please note, there are now separate sheets for Troops and Service Units to use.
2. All categories of income and expenses will be automatically calculated on the Summary tab. Use these calculations to complete the Financial Report where applicable.
3. New troops will not have a previous year's balance to enter.

Submitting Your Report

What's New? The new Financial Report allows the Treasurers to access the online link with ease, enter the financial information, attach the appropriate documents, and submit the form directly to the council office and the Service Unit Treasurers. The person submitting the report also receives a copy of their submission. The new Financial Report can be found under Forms and Documents>Financial Forms on our website or in the Resources section. Troop and Service Unit Financial Reports will have a consistent due date of the last Thursday of June each year. There are also separate forms for Troops and Service Units.

About the Form: The form is composed of four sections: Troop or Service Unit Information, Bank Account Information, Income & Expenses for this Membership Year, and Financial Summary. The form will guide you through a series of prompts and required fields.

Helpful tips for Troop Treasurers:

1. Troop Treasurers will need to know their troop number, service unit number, and the names & emails of all bank account signers.
2. Only one report needs to be submitted for a troop account. Make sure Troop Leaders and Troop Treasurers are on the same page!
3. Finally, first and last month's bank statements are required to be attached to the report. Be sure to have a digital copy of each available.

Service Unit Treasurers

Please follow the same instructions as listed in the tip sheet to submit the Service Unit Financial Report by accessing the form on website.

Reviewing Troop Financial Reports

- SUTs will receive copies of each troop's Financial Report via email. Please review these reports within one week of the submission deadline.
- Each Troop Financial Report should have copies of the bank statements attached. You will have the ability to access these statements on the email submitted to you.
- SUTs should use this link to submit their concerns about any troop financial report.