

ACH & Financial Reporting Made Simple



Tip Sheet for Submitting Troop, Service Units, & Day Camp Financial Reports, and Setting up New Troop ACH



Submitting your ACH & Financial Report

1 ACCESS & COMPLETE

- Open [ACH & Financial Report Form](#) (Forms & Documents → Financial Forms or Resources)
- Select submission type: (Service Unit, Troop, Day Camp, or ACH)
- Enter information (troop/service unit, bank info, income/expenses, summary)

2 ATTACH & SUBMIT

- Upload first & last month's bank statements, then submit the form
- Attach ACH documentation
- Submission is automatic - Council, Service Unit, and you will receive a copy
- **Submit your ACH & Financial Report by the last Thursday in June.**

3 PREPARE & PLAN

- Have all details and bank account signer info ready - (including your Service Unit Treasurer's email address)
- Submit one report per account.
- Service Unit Treasurers: Review Troop Reports within one week & report any concerns



Online Resources

[ACH & Financial Report Form](#)

Finance Tracking Sheets:

- [Troop](#)
- [Service Unit](#)

Click to
submit your
report

[Troop Finances Website Page](#)

[gsLearn Course: 416 \(GSofSI Council\) Finance Reporting](#)

[Service Unit Treasurers report discrepancies or concerns using the Troop Checking Account / Financial Report Review](#)



Finance Tracking Sheets

What it is

A simple tool to track your Troop or Service Unit's income and expenses through the membership year - like a checkbook that calculates totals for you.

What to do

- ✓ Download and Enter Data
 - Save a copy of the spreadsheet to begin tracking your finances
- ✓ Complete and Review Totals
 - Use the Summary tab where income and expenses are automatically calculated
- ✓ Use for Reporting
 - Transfer the totals into the ACH & Financial Report. (New troops can leave prior year balance blank)



Questions? Contact GSofSI at
customer care@gssofsi.org or 800-345-6858