



YEARLY FINANCE & INVENTORY REPORT

To be completed by July 15 each year

Group _____	Age Level(s) _____	Date Prepared _____
Leader Name _____	Phone (day) _____	(eve) _____
Prepared By _____	Phone (day) _____	(eve) _____

Income and Expense Report

A. Beginning Balance	
Petty Cash	
Bank Account	
Total Beginning Balance	\$

B. Income:	
GSUSA membership dues	
Troop dues	
QSP/Nut sale	
Cookie sale	
Other income:	
Total Income	\$

C. Expenses:	
GSUSA membership dues	
Cookie payment to council	
Pins, badges and other insignia	
Troop property	
Service projects	
Program supplies	
Camping	
Trips/parties	
Other expenses:	
Total Expenses	

Balance on Hand (A+B-C)	\$
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Group Plan for Use of Balance on Hand

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Bank Account Information

Name of Bank	
Branch Address	
City, State, Zip	
Account Number	
Signers on Account	

Group Inventory

Item	Location

Group Girl Data

Girls registered in group	
Girls active in group	
Girls re-registered for next year	
Girls bridging out of group	
Girls bridging into group	
Schools attended by girls in group:	

Group Adult Data

First Aider	
Camp Certified	

This report must be signed by two adults who will attest to its accuracy:

	Date: _____
	Date: _____

Distribution:	1 copy for your group records 1 copy to the Service Unit Treasurer or Service Unit Manager 1 copy to the Membership Development Director
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