

Girl Scouts of West Central Florida
BUDGET & FINANCE REPORT

All Finance Reports are DUE _____

Troop # _____ Service Unit _____ Other Group _____ Date _____

ACCOUNTING, AUTHORIZATION & REPORTING INFORMATION

(Check One) Budget Report
 Finance Report

NOTE: Income and Expenses should be projected or estimated when completing Budget at the beginning of troop/group year. Income and expenses must be actual when completing the Finance Report at the end of the Troop/Group year.

NAME OF BANK & BRANCH

ACCOUNT #:

NAME OF AUTHORIZED SIGNERS

(must be four (4): 2 Troop; 2 Service Team)

First Troop Signer
 Phone: _____

Second Troop Signer
 Phone: _____

Service Unit Signer
 Phone: _____

Service Unit Signer
 Phone: _____

PERSON WHO RECEIVES BANK STATEMENTS

REPORT PREPARED BY (Signatures)

Signature _____

Position _____

Date _____

Signature _____

Position _____

Date _____

Signature _____

Position _____

For ending balance over \$300.00, explain why money is being held over to next program year.

Date of Last Finance Report _____
 Ending Balance of Last Finance Report is Beginning Balance: _____

	INCOME	EXPENSE
National Membership Dues - \$25.00 per person		
Weekly Dues (for Budget: Girls x Dues x Meetings)		
Juliette Low World Friendship Fund		
Badges, Pins, Patches		
Svc Projects - (Recycling, etc.)		
Fall Product Program Profit (QSP)		
Cookie Sale Profit		
Other Money Earning		
Specify		
Events		
Specify		
General Program Activities	Hikes & Cookouts	
	Parties & Refreshments	
	Ceremonies	
	Craft Supplies	
	Troop Camping	
Service Unit or Group		
Camping - Specify		
Trips & Field Trips		
Approx. Date(s)		
Supplies	Equipment & Supplies	
	Resource Books	
	Adult Training	
	Postage & Secretarial	
	Banking Expense	
Annual Giving Family Partnership		

INCOME & EXPENSE TOTALS

Ending Balance from Last Finance Report (Beginning Balance this Report) +
 Total Income - Total Expenses = **Ending Balance** of this Finance Report

\$300.00+ Explanation: _____