

ANNUAL TROOP REPORT PACKET

(Includes Annual Troop Report Instructions, Annual Troop Report Form, and Annual Troop Report Worksheets and is due to your service unit manager by July 1st and to Council by July 15th.)

ANNUAL TROOP REPORT INSTRUCTIONS

The purpose of the Annual Troop Report is to provide a uniform system for the reporting to the Council of all monies for activities and events at the group level along with the community service projects performed by the troops. Every troop leader is responsible for accounting for all troop funds. The Annual Troop Report form is the tool used to report to girls, parents, the service unit and the Council how troop funds were managed during the Girl Scout year. Effective management of troop funds models financial responsibility for the girls and helps to communicate with parents the value of the Girl Scout program. **The Girl Scouts of New Mexico Trails will not remit any monies to troops that do not have a current Annual Troop Report on file. Leaders who do not file an Annual Troop Report will not be reappointed.**

A few things to remember:

- Troop financial record keeping may be delegated to a registered assistant leader, troop helper or if you have older girls, the girls in the troop. Keep all receipts for items/activities purchased with troop funds.
- Girls, parents and guardians, and Council staff have the right to see this information at any time.
- If troop leadership changes at any time during the year, the outgoing leader must file an Annual Troop Report on his/her date of departure. The new troop leader is responsible for filing an Annual Troop Report for the remainder of the year.
- If the troop disbands, the troop leader must file an Annual Troop Report and forward the funds to the Council for proper disbursement to troops accepting the transferred girls, and for custodial care until a new troop forms. After One year, the funds are placed into a financial assistance account for girls who cannot afford membership dues.
- Annual Troop Reports are due to the Service Unit Manager or Membership Manager by June 1st of each year. The Service Unit Manager or Membership Manager should then turn in the report to the Council's Accounting Department by July 1st.
- **The Council's Accounting Department audits each report by checking the math computations, comparing the beginning balance to last year's ending balance, comparing Mag-Nut and Cookie Sale proceeds to records from the Product Sales Department, and other information gathered from the Council's Fund Development Department. Troop accounts may be audited at any time by the Council.**

STEPS TO COMPLETE THE ANNUAL TROOP REPORT FORM

The following instructions will help you successfully complete the Annual Troop Report (ATR) form. Should you have questions or concerns, please contact your Service Unit Manager or Membership Manager.

The easiest way to complete the ATR is to use the spreadsheets in the ATR Workbook available for download from nmgirlscouts.org. The workbook has worksheets that match each of the boxes on the ATR. If you use the workbook and maintain the worksheets over the course of the year, all you will need to do is print the front page of the workbook and submit that page.

The following instructions are useful whether you are using pen and paper or the ATR workbook.

Each line/section of the Annual Troop Report form is numbered and in the ATR Workbook there is a worksheet/tab that corresponds with each number on the ATR. The following instructions are based on the numbered items.

1. Enter the dates for the year this report covers. For example, October 1, 2010-September 30, 2011.
2. Enter your Service Unit number, your Troop number, and the name of the Troop's Leader or Co-Leaders.
3. Age level of the Troop is whether the girls are Daisies, Brownies, etc. If your Troop has mixed ages, list all of the age groups. Also list the total number of registered girls in your Troop.

4. 4a-Enter the total of all of the GSUSA member fees collected from girl and adult members.
4b-Enter all of the GSUSA member fees sent to Council.
4c-Accounting for Early Bird registration fees for next year except they are received in the current year.
5. 5a-Enter all of the Juliette Low donations collected.
5b-Enter all of the Juliette Low donations sent to Council or GSUSA.
6. 6a-Enter all of the HUGS contributions collected.
6b-Enter all of the HUGS contributions sent to Council.
7. 7a-Enter all Program fees collected from participants for any event or activity. This includes everything from payment for the Mom and Me Tea to the fee for a hike to the money collected to go to Roar and Snore.
7b-Enter the total of all Program fees paid
8. 8a. A troop earns income from dues, product sales proceeds, donations and troop money earning projects. These should all be entered in column A. Troop dues are the monies that each girl pays to the troop funds on a weekly or monthly basis that help support troop activities.
8b and c. MagNut and Cookie Sale proceeds are the portion of the product sale that the troop gets to keep for supporting troop activities. The amount entered should be the same as the amount recorded on the product sale paper work. Any leftover, unsold product will be taken into consideration in # 11.
8d. Donations received by the troop refer to all cash donations received directly by the troop.
8e. Troop money earning projects refer to income from bake sales, car washes, (any extra money earning projects that the troop initiated) etc.
9. Add #s 4 – 8e and #'s 4-8j. The sums will equal your totals for income and expenses, respectively.
10. Record the opening balance from the prior report year. If your troop is new this year, the opening balance will be zero unless you were provided with start-up-funds.
11. To calculate the ending balance, add the beginning balance to your Income Total, subtract your Expense Total, and subtract the value of unsold product sale items (# boxes of cookies or cans X selling price). The ending balance from # 11 should be equal to the balance in your troop's bank account, plus cash on hand. It is the Council's board approved policy that all troops/groups with a treasury of \$50 or more must keep these funds in a bank account.
12. Total.
13. Does #11 equal #12? The answer should be yes. If the answer to #13 is no and the balance is more than \$100.00, on the back of this form describe the troop's future plans for the money and estimated expenses.
14. **Bank Information.** This information is mandatory. Note that the signers on the account cannot be related, i.e., husband and wife, mother and daughter. Troops are required to open their accounts in the name of the Girl Scouts of New Mexico Trails, Inc., using the Council Federal ID number, and to inform the Council of where the troop funds are being held. The Council is able to recover several thousand dollars a year in abandoned troop funds from inactive bank accounts and use those funds to pay for membership assistance. Please complete all information requested in this box and record the names of all authorized signers.
15. **Disbanding Troops.** Please indicate if your troop is continuing or disbanding. If the troop is disbanding, please attach a check, payable to GSNMT, for the account balance.

The person who has completed this report must sign and indicate their troop position. The troop leader must also sign and date the report to attest to the report's accuracy and truthfulness. **The person completing the report and the troop leader must be two different people.**

After completing the report, make a copy for your troop records. Please send the original report, along with a copy of your troop's most current bank statement to your Service Unit Manager or Membership Manager.

DISBANDING TROOPS: Please indicate on the form if your troop is disbanding, and if you have closed your troop account.

Bank Information: Troops are required to open their accounts in the name of the Girl Scouts of New Mexico Trails, Inc., using the Council Federal ID number, and to inform the Council of where the troop funds are being held. The Council is able to recover several thousand dollars a year in abandoned troop funds from inactive bank accounts and

use those funds to pay for membership assistance. Please complete all information requested in this box and record the names of all authorized signers.

Troop funds balances that exceed \$100 need an explanation of the intended future use of the funds. Some troops are planning major troop trips that will require several years of earning and savings. Other troops have a special event or camping trip planned for the summer. Please describe the future plans and estimated expense.

The person who has completed this report must sign and indicate their troop position. The troop leader must also sign and date the report to attest to the report's accuracy and truthfulness. **The person completing the report and the troop leader must be two different people.**

The Community Service Projects that your troop has been involved with should be reported on the Leadership and Community Service form and submitted with this Annual Troop Report. This information is important for reporting to our supporters of the Girl Scout programs.

After completing the report, make a copy for your troop records. Please send the original report, along with a copy of your troop's most current bank statement to your Service Unit Manager or Membership Manager.

Congratulations! You have completed the Annual Troop Report!

ANNUAL TROOP REPORT FORM

1	This report is for one year:			
2	Service Unit #	Troop No.	Name of Leader:	
3	Age Level of Troop:		Number of Registered Girls:	
	Income Description	Income Amount	Expense Description	Expense Amount
4	4a GSUSA member fees collected from registered Girl Scout members		GSUSA member fees sent to the Council along with Membership Registration forms. 4b CURRENT YEAR 4c EARLY BIRD	
5	5a Juliette Low donations collected from Girl Scout members		5b Juliette Low donations sent either to GSUSA or to the Council for remittance to GSUSA	
6	6a HUGS family contributions collected from family		6b HUGS family contributions sent to the Council	
7	7a Program fees collected from participants for events and activities		7b Program fees paid on behalf of participants (camping fees, entrance fees, event fees, etc)	
8	Troop Income		Troop Expenses	
	8a Troop Dues (not GSUSA dues)		8f Meeting Supplies	
	8b MagNut Proceeds		8g Insignia/Uniforms/Books	
	8c Cookie Sale Proceeds		8h Equipment	
	8d Donations (not In-kind)		8i Service Project Costs	
	8e Troop Money Earning Projects		8j Other Expenses	
9	9a INCOME TOTALS	\$0.00	9b EXPENSE TOTALS	
		10	Opening balance from prior year	
			ADD Income Total (9a)	
			SUBTRACT Expense Total (9b)	
			SUBTRACT Value of unsold Product Sales items, i.e. cookies, nuts on-hand, ENTER what you have	
		11	ENDING BALANCE	
			Bank Account Balance	
			ADD Cash on hand	
		12	TOTAL	
		13	Does #11 equal #12? The answer should be YES.	YES NO
			If the answer to #13 is NO AND the balance is more than \$100, on the back of this form, describe the troop's future plans for the money and estimated expenses.	
14	Bank Name/Branch	List all authorized signatures on the account. (There should be 2 authorized signers for the account. All checks should be signed by one of these signers.)		
	Bank Address			
	Account Name			
	Account Number			
15	My troop is continuing ____ OR My troop is disbanding ____ Yes, I have closed the account and the check for the balance is attached ____			
16	Signature & Position of the person completing this report (Must be different from the person attesting to accuracy.)			DATE
17	Signature of the Troop Leader or other person attesting to the accuracy of this report.			DATE

- THIS REPORT IS DUE TO THE SERVICE UNIT MANAGER BY JULY 1st AND THE COUNCIL BY JULY 15th.
- THE PERSONS COMPLETING AND ATTESTING TO THE ACCURACY OF THIS FORM MUST BE TWO DIFFERENT PEOPLE.
- YOU MUST ATTACH A COPY OF YOUR TROOP ACCOUNT'S MOST RECENT BANK STATEMENT.
- KEEP RECEIPTS FOR ALL INCOME AND EXPENSES, AS YOU MAY BE ASKED TO PRODUCE THEM IF YOUR TROOP ACCOUNT IS AUDITED.