

Year End Activity Report (YEAR)



Description

The Year End Activity Report (YEAR) is the annual report that all Girl Scout groups are required to complete. This report helps staff verify that groups are following finance rules and processes. As a council, we are required to verify all funds held in our name (ie. tax id number) in troop accounts to maintain our non-profit status. Please review the training in [gsLearn: 557 - How to Complete Your Troop's YEAR](#).



Process

- ☐ We recommend maintaining financial records with receipts, bank statements, online payment application statements, registration forms, and troop plans. Ideally, organizing your accounting to match the categories in the YEAR will make this process much faster. Please see your membership staff person for examples of ways to organize your finances.
- ☐ YEAR Categories are:
INCOME: Membership Fees, Juliette Low World Friendship Fund, Program Fees Collected, Troop/Group Dues, Magnut Income, Cookie Income, Donations, Money Earning Projects, Other
EXPENSES: Membership fees, Juliette Low World Friendship Fund, Program Fees Paid, Meeting Supplies, Uniforms/Books/Badges, Equipment, Service Project Costs, Magnut Expenses, Cookie Expenses, Other
Your membership staff person can provide further explanation of what these consist of.
- ☐ In the late spring, the YEAR will be available to complete in the Volunteer Toolkit on the Finances tab. The form will autosave as you complete it. So you can work on it over multiple sessions if needed.
- ☐ The form will include the income and expense categories and a section of questions about the troop bank account and plans for the next membership year, including a troop description. The YEAR covers June 1st of the previous year thru May 31st of the current year. The top sections with income and expenses are visible to parents, but the section where you answer questions, including bank information, is only visible to troop leadership. You will need to attach any outstanding bank statements through the May statement of the current year. The YEAR is due July 1st.

Please reach out to your local membership staff person with any questions.

Processes are subject to change. Always refer to Volunteer Essentials, Safety Activity Checkpoints, and your local membership staff person for the most current information.