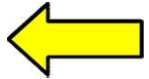


The troop/group leaders or designated troop/group treasurers must keep up-to-date, accurate records of all money received and spent. This includes receipts and copies of the troop checkbook register and bank statements. These records and receipts are to be retained for four years. Parents, girls and Girl Scout staff have the right to review these records upon request. This worksheet can be used to help complete the Annual Financial Report on the VTK Finance tab due by June 1 yearly. Failure to comply could result in the troop account being frozen until financial records are submitted. All troop bank accounts are required to be at Wells Fargo.

**TROOP FINANCIAL TRACKING WORKSHEET**

Troop Number 1234 Year 2017-2018  
 Prepared By Polly Parent Beginning Balance \$ 1,000.00



girl scouts  Girl Scouts - San Diego 800-643-4798 Cells in these columns are linked. DO NOT EDIT!

|    | Date       | Debit/Check# | Cleared Bank (Yes/No) | Category (Must select one drop down) | Vendor             | Transaction Description              | Expenses Money Paid Out | Income Money Collected | Total         | Running Bank Account Balance |
|----|------------|--------------|-----------------------|--------------------------------------|--------------------|--------------------------------------|-------------------------|------------------------|---------------|------------------------------|
| 1  | 5/3/2017   |              | Yes                   | Cookie Sale Collected                | GSUSA              | cookie push bonus 2017               |                         | \$ 16.00               | \$ 16.00      | \$ 1,016.00                  |
| 2  | 5/7/2018   | 150          | Yes                   | Troop Supplies                       | Costco             | food for camping                     | \$63.00                 |                        | \$ (63.00)    | \$ 953.00                    |
| 3  | 6/5/2017   | 8888         | Yes                   | Activities/Events/Trip               | Round Table        | pizza party                          | \$28.00                 |                        | \$ (28.00)    | \$ 925.00                    |
| 4  | 7/21/2017  | 9999         | Yes                   | Activities/Events/Trip               | Knott's Berry Farm | tickets                              | \$1,000.00              |                        | \$ (1,000.00) | \$ (75.00)                   |
| 5  | 8/24/2017  | 151          | Yes                   | Recognitions/Awards                  | Girl Scout Store   | badges                               | \$136.00                |                        | \$ (136.00)   | \$ (211.00)                  |
| 6  | 9/21/2017  |              | Yes                   | Troop Dues Collected                 |                    | 6 girls                              |                         | \$ 150.00              | \$ 150.00     | \$ (61.00)                   |
| 7  | 10/1/2017  |              | Yes                   | Donations to the Troop               |                    | Jenn's aunt                          |                         | \$ 85.00               | \$ 85.00      | \$ 24.00                     |
| 8  | 11/18/2017 | 8888         | Yes                   | Troop Supplies                       | Party City         | party supplies                       | \$10.00                 |                        | \$ (10.00)    | \$ 14.00                     |
| 9  | 11/30/2017 |              | Yes                   | Fall Product Sale Collected          |                    |                                      |                         | \$ 846.00              | \$ 846.00     | \$ 860.00                    |
| 10 | 12/2/2017  |              | Yes                   | Fall Product Sale Paid               | GSUSA              |                                      | \$605.00                |                        | \$ (605.00)   | \$ 255.00                    |
| 11 | 2/10/2018  |              | Yes                   | Cookie Sale Collected                |                    |                                      |                         | \$ 105.00              | \$ 105.00     | \$ 360.00                    |
| 12 | 2/10/2018  |              | Yes                   | Cookie Sale Collected                |                    |                                      |                         | \$ 2,995.00            | \$ 2,995.00   | \$ 3,355.00                  |
| 13 | 2/14/2018  |              | Yes                   | Cookie Sale Paid                     |                    |                                      | \$1,920.00              |                        | \$ (1,920.00) | \$ 1,435.00                  |
| 14 | 2/28/2018  | 8888         | Yes                   | Activities/Events/Trip               | Vons               | food for Mental Health weekend       | \$300.00                |                        | \$ (300.00)   | \$ 1,135.00                  |
| 15 | 3/6/2018   |              | Yes                   | Cookie Sale Collected                |                    |                                      |                         | \$ 382.00              | \$ 382.00     | \$ 1,517.00                  |
| 16 | 3/9/2018   |              | Yes                   | Cookie Sale Collected                |                    | 5 deposits in one day                |                         | \$ 7,000.00            | \$ 7,000.00   | \$ 8,517.00                  |
| 17 | 3/27/2018  |              | Yes                   | Cookie Sale Paid                     | GSUSA              |                                      | \$6,118.00              |                        | \$ (6,118.00) | \$ 2,399.00                  |
| 18 | 4/14/2018  |              | Yes                   | Other Expenses                       | Square             | processing fees                      | \$85.00                 |                        | \$ (85.00)    | \$ 2,314.00                  |
| 19 | 4/15/2018  |              | Yes                   | Money Earning Projects               |                    | lemonade stand, application attached |                         | \$ 100.00              | \$ 100.00     | \$ 2,414.00                  |
| 20 | 4/16/2018  |              | Yes                   | GSUSA Membership                     | GSUSA              | 9 girls and 3 adults                 | \$300.00                |                        | \$ (300.00)   | \$ 2,114.00                  |
| 21 | 4/20/2018  |              | Yes                   | Other Income                         |                    | recycling                            |                         | \$ 23.00               | \$ 23.00      | \$ 2,137.00                  |
| 22 | 4/23/2018  |              | Yes                   | Activity/Event Fees Collected        |                    | camping for 9 girls @ \$100 each     |                         | \$ 1,200.00            | \$ 1,200.00   | \$ 3,337.00                  |

**Troop Income Statement**

This page is linked. DO NOT EDIT!

| <u><b>Money Collected</b></u>   | <b>Actual</b>       |
|---------------------------------|---------------------|
| GSUSA Membership Dues Collected | \$ -                |
| Troop Dues Collected            | \$ 150.00           |
| Activity/Event Fees Collected   | \$ 1,200.00         |
| Fall Product Sale Collected     | \$ 846.00           |
| Cookie Sale Collected           | \$ 10,498.00        |
| Money Earning Projects          | \$ 100.00           |
| Donations to the Troop          | \$ 85.00            |
| Other Income                    | \$ 23.00            |
| <b>Total Money Collected</b>    | <b>\$ 12,902.00</b> |
| <br>                            |                     |
| <u><b>Money Paid</b></u>        |                     |
| GSUSA Memberhip Dues Paid       | \$ 300.00           |
| Activities/Events/Trips         | \$ 1,328.00         |
| Fall Product Sale Paid          | \$ 605.00           |
| Cookie Sale Paid                | \$ 8,038.00         |
| Recognitions/Awards             | \$ 136.00           |
| Troop Supplies                  | \$ 73.00            |
| Donations made by Troop         | \$ -                |
| Other Expenses                  | \$ 85.00            |
| <b>Total Money Paid</b>         | <b>\$ 10,565.00</b> |
| <br>                            |                     |
| <b>Net Income</b>               | <b>\$ 2,337.00</b>  |

**Troop Statement of Cash Balance**

|                                |                     |
|--------------------------------|---------------------|
| <b>Beginning Cash Balance:</b> | <b>\$ 1,000.00</b>  |
| <br>                           |                     |
| <b>Total Money Collected</b>   | <b>\$ 12,902.00</b> |
| <b>Total Money Paid</b>        | <b>\$ 10,565.00</b> |
| <br>                           |                     |
| <b>Ending Cash Balance:</b>    | <b>\$ 3,337.00</b>  |
| <br>                           |                     |
| Bank Statement Balance         | \$ 3,337.00         |
| <b>Difference</b>              | <b>\$ -</b>         |

