

Financial Tracking Worksheet QUICK REFERENCE GUIDE

How to choose the best option in the drop down menu.

Each transaction recorded on the Financial Tracking Worksheet must be categorized through a selection in the drop down menu. The drop down menu presents options for transactions of expense and income. Use this guide to determine the best drop-down option for each transaction you record.

The drop down menu is located in the “Category” column of the Finance Tracking Worksheet.

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
			<div style="border: 2px solid red; border-radius: 50%; padding: 5px;"> GSUSA Membership Dues Colle Troop Dues Collected Activity/Event Fees Collected Fall Product Sale Collected Cookie Sale Collected Money Earning Projects Donations to the Troop Other Income </div>					\$ -	\$ -
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Expenses Paid:

GSUSA Membership Dues Paid-amount paid from troop account to cover GSUSA memberships.

Fall Product Sale Paid – amount paid to Girl Scouts San Diego for product sales.

Cookie Program Paid—enter expenses listed in the eBudde Sales Report or the troop bank statement.

eBudde Sales Report: The Troop Cookie Manager (TCM) can share a copy of the eBudde Sales Report to help with filling out the Financial Tracking Worksheet. Expenses are labeled as “First payment” and “Final payment.”

or

Bank Statement: Fall Product sale and Cookie Program withdrawals should show up on the Wells Fargo bank statement as “SD PROD SALES.”

Troop Supplies/Activities/Events - amount paid for supplies including badges, awards and recognition as well as amounts paid to fund specific troop activities and events.

Other Expenses— card reader fees or any other expenses which may need clarification.

Income Collected:

Troop Dues Collected- amount collected to cover troop dues or GSUSA Membership Dues

Events Fees Collected- contributions collected to fund an event, trip, or activity.

Fall Product Sale Collected— funds collected to pay for Fall Product sales.

Cookie Program Collected— funds collected to pay for the Cookie Program.

Money Earning Projects (MEP) – Please include a copy of all approved MEP applications with your Annual Financial Report submission.

Donations to the Troop— keep in mind donations can be made directly to the troop up to \$249.99 per person/organization, per membership year.

Other Income— opportunity fund, returned purchases, or any other income which may need clarification.

If you have a question about this amount please connect with your Service Unit Treasurer or Cassi Arredondo, Finance Support Specialist, at (619) 610-0750 or carredondo@sdgirlscouts.org