

Annual Finance Report Tip Sheet

All troops, service units, and day camps are required to submit an annual finance report by June 15. You can find the fill-in form on:

- [The Forms page](#) or
- [Submitting your Annual Finance Report](#) page

Organizing Transactions for Finance Report

- Start recording and categorizing deposit and disbursement transactions that occur in your bank account, picking up where the previous Finance Report left off. New troops should record transactions as soon as a bank account is opened.
- Use GSWPA Annual Finance Report Worksheet, available on the GSWPA website to record and organize transactions with amount and category. Alternatively, use a software program like Quicken or Mint to track transactions. These tools will help you manage your finances, keep accurate records, and update girls and their families about the status of troop finances and budget for activities.
- Categorize income and expenses as outlined in the Annual Finance Report. These are listed in a dropdown menu in column C of the Troop Transaction register tab of the worksheet.
- Reconcile your checking account each month to your bank account statement.

How to use GSWPA Annual Finance Report Worksheet

- Download the Microsoft Excel file at gswpa.org/forms. When you open the file, it will look like the image below.
- There are three worksheet tabs along the bottom. The Troop Transaction Register tab is where you will enter all your transactions for the year. The End of Year Category Summary tab contains the tool that you will use to summarize your categories at the end of the year. The sample register tab is shown open in the image below.

	A	B	C	D	E	F
1	Date	Payee or Source	Category	Amount	Balance	Notes/Further Detail
2		Beginning Balance			\$216.45	
3	2/7/2017	JoAnn Fabrics	Expense: Program Supplies	-\$22.76	\$193.69	Materials for Pet Care Badge
4	2/12/2017	Jennifer Smith, Juliette Low, Daisy Gordon	Income: National Registration Fees	\$75.00	\$268.69	
5	2/12/2017	Pearl Jones	Income: National Registration Fees	\$25.00	\$293.69	
6	2/14/2017	GSUSA	Expense: National Registration Fees	-\$75.00	\$218.69	
7	2/21/2017	All girls	Income: Troop Dues	\$50.00	\$268.69	
8	2/12/2017	GSWPA Shop	Expense: Awards/Uniforms	-\$16.75	\$251.94	Pet Care Badges, Patches for Parade
9	2/18/2017	Savannah Gordon	Income: National Registration Fees	\$25.00	\$276.94	
10	2/17/2017	Pittsburgh Zoo	Expense: Program Fees	-\$50.00	\$226.94	Tickets for Overnight Program
11	3/1/2017	Booth Sales	Income: Cookie Sales	\$800.00	\$1,026.94	
12	3/12/2017	GSWPA	Expense: Cookie Program	-\$475.00	\$551.94	
13	4/14/2017	GSWPA	Expense: Camp	\$125.00	\$676.94	Camp Redwing Rental
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21						

- When you click on the Troop Transaction Register, it will be empty with the exception of headers and a label to enter your beginning balance.
- Enter your account's beginning balance in place of the 0.00 on row 2.
- Beginning with row 3, enter your date and payee or source. (Who is being paid or giving you money.)
- The category column contains a dropdown list of income and expense categories that align to the annual finance report. Choose one category for each line by clicking on the dropdown icon.
- Enter the amount of your transaction. For expenses, be sure to use a negative sign before the amount. (ex -\$25.00) This will keep your running balance in column E accurate.
- Tab over to column F and enter any notes or further detail about the transaction.
- Continue entering transactions into your register on a regular basis.

1	Date	Payee or Source	Category	Amount	Balance	Notes/Further Detail	
2		Beginning Balance			\$0.00		
3							
4							
5							
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9							
10							
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- The End of the Year Category Summary tab may be used throughout the year to analyze your income and expenses. It will also be helpful at the end of the year in completing your finance report – due June 15.
- The sample register tab is an example to of what your data will look like after you enter values into your Troop Transaction Register.
- As you are preparing your annual finance report (due June 15), you will use the End of Year Category Summary tab to calculate the income and expenses for all categories. Once in the category summary worksheet, right click anywhere in the green boxes in columns D and E. A menu will pop up – select refresh from the choices. This will update your green box to reflect the category summaries from your troop register. This may also be done at any time throughout the year.

1	Sample Register Categories	Sum of Amount	Row Labels	Sum of Amount		
2	Expense: Awards/Uniforms	-\$16.75	(blank)	0		
3	Expense: Camp	\$125.00	Grand Total	0		
4	Expense: Cookie Program	-\$475.00				
5	Expense: National Registration Fees	-\$75.00				
6	Expense: Program Fees	-\$50.00				
7	Expense: Program Supplies	-\$22.76				
8	Income: Cookie Sales	\$800.00				
9	Income: National Registration Fees	\$125.00				
10	Income: Troop Dues	\$50.00				
11	(blank)					
12	Grand Total	\$460.49				
13						