Don’t Forget to Submit your Annual Finance Report by May 31

Each year by May 31, all troops and service units submit an annual finance report that reflects incoming and outgoing expenses for their troops and speaks to how girls will use the end of year balance going into the next Girl Scout Year.

What You’re Doing:

- **Begin your 2019 Annual Finance Report “Starting Balance” with your 2018 Annual Finance Report Ending Balance (or $0.00 if you’re a new troop), add the total income and subtract your expenses as directed on the form for the year to arrive at your Ending Balance for the year.**
- **Submit a bank statement** with your Annual Finance Report that matches your calculated ending balance. Remember, the annual finance report is a rolling report, so the transactions not covered on this year’s report will be included next year. Annual Finance Reports without a bank statement will not be approved.
- Speak to any discrepancies that might arise between your calculated ending balance and your balance reflected on your bank statement. For example, perhaps a check for camp or an event has not been cashed yet from the troop account—provide us with that reasoning and the amount the check is for.

How to Submit the Report:

- Troop Annual Finance Reports can be submitted through the **Finances Tab on the Volunteer Toolkit** by Troop Leaders. If the Troop Treasurer is preparing the finance report, no problem! Sit down with your troop leader to review the information you have collected for the report and have the Troop Leader login to the VTK so you can submit the report together.
- Troops also have the option of submitting using the form available on the forms page of gswpa.org called **“Annual Finance Report”**. Service Units will also use this form to submit their report.

Helpful Tips:

- Keeping your troop finances organized year-long makes for an easy Annual Finance Report Process. Use our GSWPA Annual Finance Report Worksheet, available on our website, to categorize and track your income and expenses.
- Review best financial practices and information about the Annual Finance Report in our brief **Managing Finances Video**.

If you have any questions along the way, reach out to Customer Care at 800-248-3355. We appreciate all the care you take with your troop’s funds and look forward to seeing the plans your girls have with their funds in the coming Girl Scout year!