



Annual Financial Reporting

May 20, 2013





Agenda

- Welcome & Introductions *Linda Vahrson*
- Review of leader accountabilities, council policies, and financial memos – *Tina Wilson*
- Review of financial reporting compliance
- Review the Finance Reporting Checklist Susie Lang
- Review of the Annual Finance Troop/Group Report
- Best practices from the field Sarah Rushing, Treasurer
- Open Forum Q&A





Webinar Objectives

- To review the accountabilities for all GSGLA leaders in managing troop/group financials and completing/submitting Annual Troop/ Group Financial report by June 30, 2013
- To review the council's financial policies and clarify the financial memo attached to the Annual Troop/Group Financial Report
- To walk through the Annual Troop/Group Finance Report, review the Financial Reporting Checklist and all documents related to completing the annual report
- To provide a forum to ask questions, seek clarity, and to have all leaders receive needed support and guidance in order to complete the report by council deadline



Desired Outcomes

- To support GSGLA leaders in completing & submitting the Annual Troop/Group Finance Report by the June 30 deadline
- To assist our leaders in gaining skills and confidence in managing troop financials
- Reduce incidence of money mismanagement



GSGLA Leader Accountabilities

- □ Safety
- Money Management

"Helping girls decide what they want to do, and coaching them as they earn and manage money to pursue their goals, is an integral part of the Girl Scout Leadership Experience (GSLE)."

☐ Troop Management



"Budget and recordkeeping are the responsibility of the troop/group adult member."

Volunteer Essentials, Chapter 5, p. 67

GSGLA POLICY: Financial Reporting Compliance

Compliance Reporting

- Leader's responsibility to:
- maintain accurate troop management of finances and to safeguard the troop's funds.
- submit an Annual Troop/Group Finance report by June 30th of every year.

Compliance Notification

- Noncompliant troops are those whose leaders have not submitted their reports to their local service center by June 30th.
 - All "01" leaders of noncompliant troops will be sent a Compliance Notification in July and their SUM notified.
 - · Leader status placed as "pending" until report is received at Council
 - Access to the Troop Management Hub is suspended
 - Unable to register for programs, trainings, or GS events

"Leaders unable or unwilling to comply with this important requirement may be subject to dismissal."

Financial Memo

- 1. Each SU and Girl Scout troop/group must deposit and disburse troop/group funds through a troop/group checking account.
- 2. Account held in the name of Girl Scouts of Greater LA Troop #_____.
- 3. Account must have two non-related signers on each check or withdrawal signers must be registered and background checked.
- 4. Maintain accurate records leader may delegate task.
- 5. Submit financial report within 30 days of change in leadership.
- 6. Submit year-end financial report by June 30th.
- 7. Record cash receipts and cash disbursements.

Annual Finance Troop/Group Report, Excel Worksheet (Tab) #2

Financial Reporting Checklist

TROOP FINANCIALS
☐ Check to see you have received: • Annual Troop/Group Financial Report form , copy of last bank statement
 Review forms for completeness: Troop information, signers on account, financial information, signature of leader and treasurer or co-leader
☐ Look at figures for glaring inconsistencies; i.e., all even numbers, figures that seem very high
☐ Check that "pass through" money received is equal in income and expense.
☐ Note the amount of money carried forward.
☐ Problems/questions can be handled with a phone call to leader or treasurer, with

☐ SUM reviews and signs financial form; it is audited and verified by Council.

note to Membership Specialist.

Financial Reporting Checklist (cont.)

SERVICE UNIT FINANCIALS

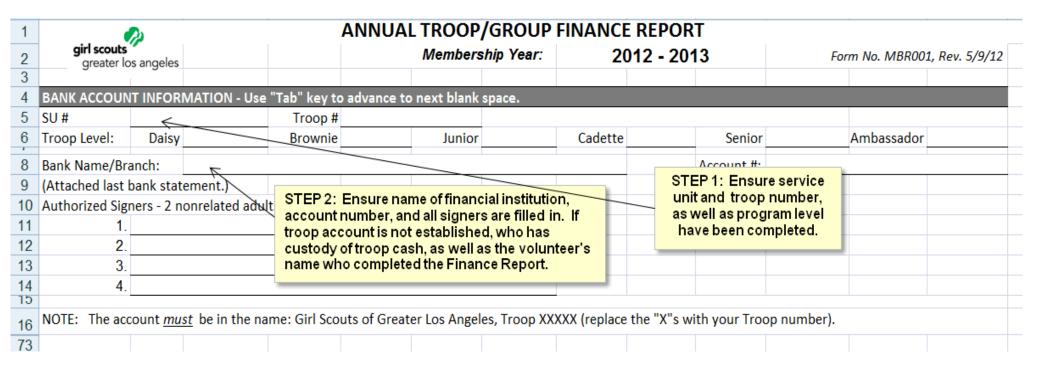
- ☐ Responsibility of Service Unit Manager to ensure the SU Financial is provided to their Membership Specialist by June 30 of every year.
- ☐ It is up to the Service Unit Manager and Treasurer to keep the total amount in the SU bank account reasonable.



Annual Troop/Group Finance Report

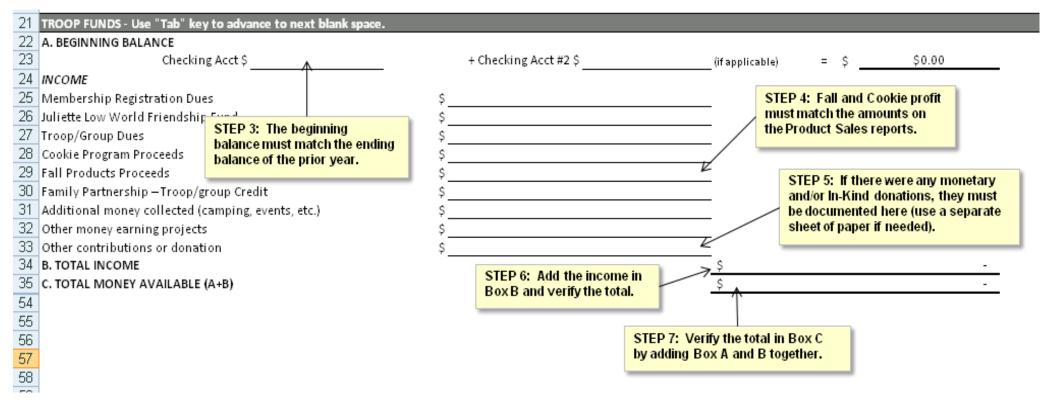
girl scouts greater los angeles			ANNUAL TROOP/GROUP FINAN					- II II		
			Membership Year:		2013-2014				Form No. MBR001, Rev. 5.5	
BANK ACCOUNT	TINFORMATION - Use	"Tab" key to advanc	e to next blank spac	e.						
SU#		Troop#								
Troop Level:	Daisy	Brownie	Junior		Cadette	Senior		Ambassador		
Bank Name/Bra	anch:					Account #:				
	bank statement.)									
	ners - 2 nonrelated ac	dults required (3 red	ommended). Pleas	e print.						
1.			•							
2.										
3.										
4.										
NOTE: The acc	ount <u>must</u> be in the n	name: Girl Scouts of	Greater Los Angeles	s, Troop XXX	XX (replace the "	X"s with your Tro	op number).			
TROOP FUNDS -	Use "Tab" key to adva	ance to next blank s	pace.							
A. BEGINNING E										
	Checking Acct	\$		+Checking	Acct #2 \$		(if applicable)	= \$	\$0.00	
INCOME										
Membership R	egistration Dues		s							
Juliette Low W	orld Friendship Fund		\$							
Troop/Group D	\$									
Cookie Progran	s									
Fall Products P	s									
Family Partner	s									
Additional mor	\$									
Other money e	s									
Other contributions or donation			\$							
B. TOTAL INCOM	ΛE						\$		-	
C. TOTAL MONE	Y AVAILABLE (A+B)						\$		-	
EXPENSES										
Membership R	egistration Dues		s							
	orld Friendship Fund		\$							
Equipment (fla	gs, books, etc.)		\$							
Program Activi	\$									
Cookouts, Troo	\$									
Service Project	\$									
Program supplies			\$							
Other expense	s		\$							
D. TOTAL EXPEN	ISES						S		-	
E. ENDING BALA	ANCE (C-D)						\$		-	
(Checking Acct	S)									
Balance is to b	e used for:									
Signature of Troop Leader / Date				Signature of Troop Treasurer/Date			Signature of Service Unit Manager/Date			

Annual Troop/Group Finance Report Section 1



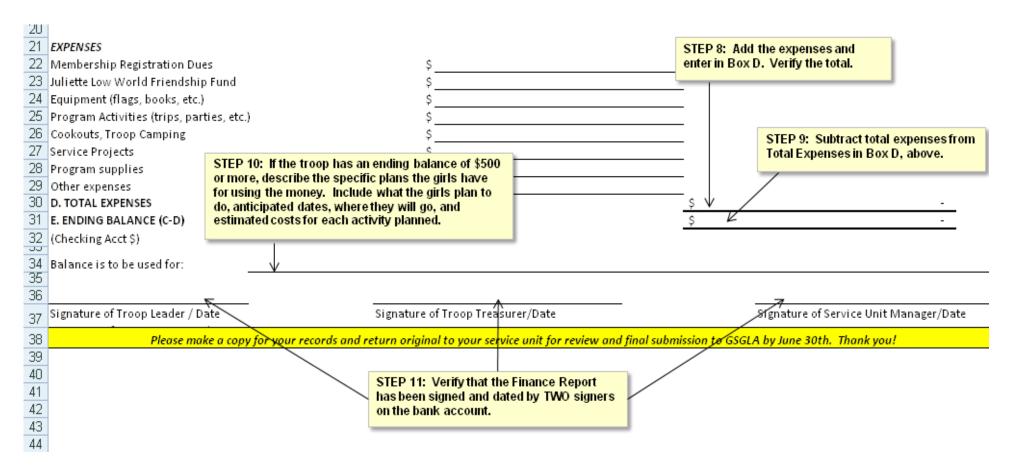
Annual Troop/Group Finance Report

Section 2



Annual Troop/Group Finance Report

Section 3



Best Practices from the field and available resources

- How does Burbank SU help its leaders submit report on time?
- What type of assistance is provided?
- How has Burbank SU incentivized its leaders to achieve 100% compliance?
- What can leaders do throughout the year to stay on top of this important task?



Open Forum - Q&A

Thank you for all you do for girls!

