

SERVICE UNIT FINANCE REPORT REVIEWING PROCESS

SERVICE UNIT MANAGER / TREASURER / DESIGNEE RESPONSIBILITIES:

- Review troops' Finance Reports by January 30 (mid-year) and June 30 (year-end) for completeness and that troop financials balance.
- Send a reminder to all troops at least one month prior to the due date and send additional reminders as the deadline nears.
- Offer to help troops with completing forms, if having difficulty.
- Contact troops if financial pieces are omitted.
- Notify financialsubmittal@girlscoutsla.org (or "reply") for financials received that don't belong to your SU.
- Fill out SU Troop Financial Report as each troop finance report is reviewed.
- Email report to troopsupport@girlscoutsla.org

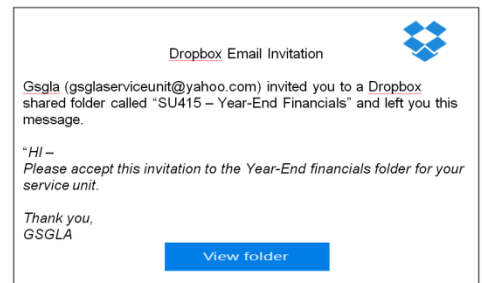
PREPARING TO REVIEW FINANCE REPORTS

Items needed to assist with the review of the finance reports:

- A current list of the troops in the SU. Make sure all of troops on the list are active troops. Note any troops that have disbanded. Confirm with SU Support any troops you aren't sure should be on the list.
- List of product sale proceeds for each troop for Fall Product Sale (mid-year) and Cookie Sale (year-end) reports.
- *Service Unit Troop Financial Report* from previous troop finance review.

DROPBOX

SU Managers will receive an invitation to Dropbox. After accepting the invitation, as reports are submitted, you will receive an email. Reports will appear in your SU Dropbox in 1-2 business days (*10 days for January and June*) in your Dropbox after they are submitted. SU Managers will be able to give access to team members who will be reviewing the reports. If you haven't received an invitation, please contact your SU Support staff person for assistance.



FINANCE REPORT SUBMITTAL AND REVIEWING PROCEDURES

Bank statements may be requested from troops to complete the reviewing process.

The mid-year and year-end report submittal and reviewing must include:

- Troop Finance Report:** Review for completeness – report period checked, troop information, signers (*minimum of 3*), product sales proceeds match SU Product Sales final report, starting balance is same as ending balance from previous reporting period, ending balance is same as bank balance plus cash on hand.
- Financial ledger:** Compare ledger (*GSGLA Excel auto-fill, one created by troop, or software such as Quicken, QuickBooks, etc.*) to bank statements and Debit & Cash Receipt Forms for missing transactions, verify categories are selected correctly, note any cash withdrawals and that there is a *Debit & Cash Receipt Form* for each withdrawal.
- Debit & Cash Receipt Form:** Review (*Required if any cash was withdrawn from bank account during the reporting period.*) for complete information.

FINAL REVIEW AND APPROVAL

Contact the troop for additional information or explanations. Explanations are needed if balance is more than \$50 per girl, product sale proceeds do not agree, or if there is a question on a transaction.

If financials do not balance: Complete an auto-fill ledger using bank statements, submitted ledger, and *Debit & Cash Receipt* forms to find the discrepancy. Submit the corrected financials if a discrepancy is found, using the submittal e-form.

If financials still do not balance: Note on *Service Unit Troop Financial Report*. Contact the troop to let them know why you are not able to approve their financials.

Financials balance when the finance report and bank statements plus cash on hand agree. Contact the troop to let them know their financials are approved. Send corrected Finance Report to troop if applicable.

When the review is complete, enter the troop information on the *Service Unit Troop Financial Report*. Write anything the council should know in the notes section (*please identify troops that will be disbanding or bridging-out*). Deadline for submitting to troopsupport@girlscoutsla.org is January 30 and June 30.