

Reviewing Financials

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. A reasonable amount of money carried forward to allow the on-going troop to operate until the next council-sponsored product sale. (Suggestion: \$250.00 or approx \$50 per girl) Larger sums carried forward require a footnote to explain intended use and timeframe. We understand that troops may not have spent their cookie proceeds yet, we just need an explanation.
- ☐ Any problems or questions can be handled either with a phone call to the Leader or Treasurer and a note attached on the “Troop Financials” to the Membership Specialist. If you have any further concerns about a troop’s financials contact your Membership Specialist.
- ☐ When the Service Unit Manager (or their designee) signs the Troop Financials it does not imply that they have audited them or verified their accuracy. The signature denotes they have reviewed them and are forwarding them to the Service Center.

Service Unit Financials

- ☐ It is the Service Unit Managers responsibility to insure the **Service Unit 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 Service Unit bank account reasonable. A suggested amount would be \$2000.00 carried over from one GS year to the next. (A smaller SU might have less.)