



**Instructions for Completing the Troop/Group Annual Finance Report
Due by July 31**

1. We are offering the Annual Finance Report in three formats: a PDF file and a Word file (Troop/Group Finance Report) in which you need to input your end-of-year data and an Excel worksheet (Troop/Group Finance Report Worksheet) which can be used throughout the year to track your transactions and will automatically enter your end-of-year data.
2. Forms are due to the Service Unit Manager by July 31.
3. The Troop/Group Leader or Treasurer should complete the Annual Finance Report and sign at the bottom. Another Troop/Group Volunteer should review the report and sign at the bottom before sending to the Service Unit Manager.
4. Both formats require that you complete the blocks for your Troop/Group No., Level, Service Unit, Leader's Name, and phone number with area code.
5. On the PDF format, the beginning balance should be entered in the block at the top of the sheet (A) as well as on the line below the Total Income and Total Expenses (A). In the Excel format, the beginning balance is entered only once where indicated.
6. The beginning balance should equal the end of the year balance from the prior year. If this is the first year for a troop the beginning balance should be zero (0).
7. Amounts listed for the Fall Product sale and Cookie sale should be the troop proceeds only, not the total amount of product sold.
8. The ending balance should equal the ending balance on the bank statement. If the balance on the report does not equal the balance on the bank statement please include an explanation. Please include a copy of the bank statement with the report.
9. Briefly list troop/group activities planned for the future.