

# Annual Finance Report

The Annual Finance Report is required to be completed for each group and submitted to a Girl Scout Service Center by June 1 of each year. Please attach a copy of the Detailed Cash Report and the most current bank statement to this report.

For the year ending: \_\_\_\_\_ Group # \_\_\_\_\_

Service Unit name: \_\_\_\_\_

Level (circle one): D B J C S A

Leader/Advisor name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason this form was completed:

End of year       Change of leadership

Group disbanded       Group divided

Bank funds are deposited in:

\_\_\_\_\_

Account #

\_\_\_\_\_

Authorized Signatures:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please list any group equipment (flags, books, camping gear, supplies, etc.) and the name and address where the equipment is stored.

## INCOME AND EXPENSES

Beginning Balance      \$ \_\_\_\_\_  
(Previous year's balance)

Total Income      \$ \_\_\_\_\_

Subtotal      \$ \_\_\_\_\_

### Less:

Total Expenses      \$ \_\_\_\_\_

**TOTAL BALANCE**      \$ \_\_\_\_\_

As of \_\_\_/\_\_\_/\_\_\_

Person completing this report:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone      E-mail

\_\_\_\_\_  
Signature      Date

**FINANCE REPORTS ARE DUE BY JUNE 1 EACH YEAR.**

**Council:** Original report, copy of bank statement, detailed cash report

**Service Unit:** Copy of this report

**Group:** Copy of this report, receipts, cash records

**FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Submit to: MCDM, MAA, VI