

TROOP FINANCES

Overview

Teaching girls about money management and empowering them to make good financial decisions is part of troop financial management. Since girls are choosing their own Girl Scout Journey, they can also make decisions on the resources that support their Girl Scout adventure. Consider the following as you guide them in the best management of their troop funds:

- What is the grade level of the troop and how much understanding do they have of money and bank accounts? (Girl Scout Daisies will have adults handle their troop finances; Girl Scout Brownies understand that things cost money and will begin to understand what is needed to achieve their goals.)
- What are the goals of the troop?
- Are the girls learning about how the troop funds are managed? What do they need to learn?
- What if girls join the troop or leave the troop, how will the funds be managed?
 - A. If a girl leaves Girl Scouts the funds remain property of the troop.
 - B. If a girl transfers to another troop a portion of the funds may follow her at the discretion of the troop.

Consider the questions above to help determine the best way to manage the troop funds. Below are two common troop money management techniques utilizing a troop checking account.

1. **The Common Pot:** (This technique is used mostly with younger troops, however, it will work with all grade levels.) The Common Pot technique is when all earned money goes into the troop's "common pot" and the funds will be drawn from equally for all girls. This is often how a new troop begins in their money management and then progresses to a more complicated management system.
2. **Tracked Money with a Common Pot:** This is used by troops that are planning more complicated, expensive activities like a trip to Savannah, attending Troop Adventure Camp or if girls have individual goals as well as troop goals. This technique allows for a percentage of the money earned going into the troop "common pot" for troop activities and an additional percentage to be tracked for each girls to individually save for a long-term troop activity or a council-sponsored activity. The troop as one body still makes decision about how the money should be spent. The money, even when tracked for individual girls, is never the property of an individual girl.

In Partnership With:

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Pearl of Wisdom

All Girl Scout troops are required to submit information regarding the troop's finances annually as part of the appointment and reappointment process. All troops including new troops must complete a final Troop Financial Report and submit a copy of their bank statement by June 30th each year and make sure you are sharing this with your troop! The Troop Financial Report form can be accessed, completed, and submitted online at the council website using the VTK Finance Tab. A paper form can be submitted to Girl Scouts of Western Ohio at finance@gsw.org. The paper form is found at gsw.org/formsanddocs. Also, you should keep your receipts for at least two years!



S'more Info

- A. Volunteer Essentials
- B. Troop Start-Up Guide
- C. Wrap-Up and Restart Webinar

Activity 1: Filling Out your Finance Report

Instructions:

Provide everyone with a paper copy of the Troop Finance Report or pull up VTK Finance Tab. Use the following questions to complete the finance report:

1. You collected \$15 from each girl for membership fees and you paid the \$25 for the annual membership- how do you document this in your finance report?
2. Where do you find your starting balance for your annual report?
3. You bought uniforms for the girls- where do you document this?
4. Troop paid for each girl to go to build a bear- where do you document those?
5. Your troop earned \$50 in cookie dough where do you document that?
6. Your troop received a donation of \$50 where does this go?
7. Your troop gets a donation of \$251, what do you do?
8. Where do you find the information about what to put down for your cookies and fall product sales revenue?
9. When do you have to attach a bank statement to your finance report?
10. If you make any changes to your bank account, how do you document those?

Troop Financial Report

Section 1

Line 1 **For one year from** _____ **Month and Year** _____ **Month and Year**

Check Type **Initial/New (only complete section 1& 2 and lines 33 & 34)** **Updated** **Year End** **Disbanding (complete questions on back)**

Line 2 Service Unit Name and Number: _____ Troop#: _____

Leader: _____ Grade Level of Troop/Group: _____ # of Girls: _____

Section 2

Line 3 As of _____ (date) our Troop/Group has \$ _____ deposited at the _____ Bank in the name of Girl Scouts of Western Ohio. Bank account # _____ bank routing # _____

**Troop/Group current bank statement must be attached (not necessary for PNC and 5/3).
Your troop funds must be deposited at a bank.**

You must also fill out the GSWO Finance Information Form on the GSWO website. This form is required every year even if the troop banking information has not changed.

Section 3

Line #	Income	Amount	Line #	Expenses	Amount
4	National Registration Dues: -paid to troop	\$	21	National Registration Dues- paid by troop	\$
5	Events	\$	22	Events	\$
6	Trips	\$	23	Trips	\$
7	Outdoor/Camping	\$	24	Outdoor/Camping	\$
8	Donations made to troop. List on back	\$	25	General Expenses-supplies, etc.	\$
9	Troop/Group Dues:	\$	26	Program Supplies-crafts, etc.	\$
10	Fall Product Sales-should match the Me2 Trophy Nut software	\$	27	Service Learning and higher awards	\$
11	Cookie Sale-should match eBudde proceeds _____ Less cookies not sold _____ boxes x \$5 or \$6 depending on variety	\$	28	Earned recognitions, badges and patches	\$
12	Troop Digital Dough-from GSWO activities	\$	29	Uniforms	\$
13	Other Money Earning projects-list on back	\$	30	Other Expenses-list on back	\$
14	Other income-list on back	\$	31		\$
15		\$	32	TOTAL EXPENSES (add lines 21-31)	\$
16	INCOME SUB-TOTAL (add lines 4-15)	\$	Signers on the account Please print names of signers on account. 33. Signer #1: _____ 34. Signer #2: _____		
17	Beginning Balance: (ending balance from last year's report)	\$			
18	Total Income (add lines 16 & 17)	\$			
19	Expenses (from 32):	\$			
20	Ending Balance: (subtract line 19 from line 18)	\$			

35 Signature of person preparing report: _____ 36 Date: _____

Please attach a copy of the most recent bank statement if you don't bank at PNC or Fifth Third. Mail or deliver your report to a regional Girl Scout Center or email to finance@gsw.org or customer-care@gsw.org.

PLEASE RETAIN A COPY FOR YOUR RECORDS



If your troop is disbanding, do you have girls who want to remain in Girl Scouts?

If your troop is disbanding, how are you spending the balance of your funds?

If your troop is disbanding, have you closed your bank account? Yes No

Please attach a copy of your bank statement showing you have closed the account or email it to finance@gsw.org when you have closed the account.

Line 8: Donations:

Line 13: Other Money Earning Projects:

Line 14: Other Income:

Line 30: Other Expenses:

Activity 2: Real World Game

Instructions:

- Divide into 6 equal groups, each group is given a troop information card.
- Based on the troops income, select a card from the following that will best fit with your budget:
 - Uniforms/Supplies/Snacks
 - Camping and Trips
 - Program and Events
- Once you figure out what your troop can afford, discuss with your group and think about the following:
 - How did troop size effect what you could do with your girls?
 - How much of your budget would you like to spend on each category?
 - What did you really want to do, but because your budget would not allow, you passed on?
 - What did you want to make sure your troop was able to do, so you made room for it when budgeting?
 - How can you take what you have learned from this activity back to your troop to help them with setting their goals?

Troop Information Cards

<ul style="list-style-type: none"> • Troop Size: 6 girls/2 troop leaders (one troop leader is also product manager) • Grade Level: Daisy K • Money Earned Cookie and Fall Product: \$1000 • Dues Collected: \$20 per girl • Starting Account Balance: \$0.00 	<ul style="list-style-type: none"> • Troop Size: 12 girls/3 adults (two troop leaders and one product manager) • Grade Level: Brownie • Money Earned Cookie and Fall Product: \$1500 • Dues Collected: \$10 per girl • Starting Account Balance: \$200 	<ul style="list-style-type: none"> • Troop Size: 25 girls and 6 volunteers that share troop responsibilities-Multi level • Money Earned Cookie and Fall Product: \$4000 • Dues Collected: \$2 per meeting per girl • Starting Account Balance: \$2000
<ul style="list-style-type: none"> • Troop Size: 3 girls/3 adults • Grade Level: Senior • Money Earned Cookie and Fall Product: \$500 • Dues Collected: \$0.00 • Starting Account Balance: \$3000 	<ul style="list-style-type: none"> • Troop Size: 10 girls and 3 volunteers (two troop leaders and a troop assistant) • Grade Level: Junior • Money Earned Cookie and Fall Product: \$800 • Dues Collected: \$30 per girl • Starting Account Balance: \$50 	<ul style="list-style-type: none"> • Troop Size: 16 girls and 4 adults (2 leaders, troop assistant and a product manager) • Grade Level: Daisy 1/Brownie 2 • Money Earned Cookie and Fall Product: \$2000 • Dues Collected: \$10 per girl • Starting Account Balance: \$500

Uniform/Supplies/Snack Cards

<p>Your troop wants to do the roller coaster design patch and supplies cost \$5 per girl.</p>	<p>You want to serve pizza to girls at the next meeting. It costs \$2.50 per girl.</p>	<p>Troop decided they did not want full uniforms, but they wanted to create troop shirts together to put their fun patches and petals on. Shirts are \$7 per girl, materials are \$15 total, and Petals are \$8.50 per girl.</p>
<p>Your troop wants to have an ice cream party and supplies will cost \$4 per girl.</p>	<p>You would like to purchase the girls' badges for the year. This will cost \$30 per girl.</p>	<p>The girls want to do a painting project. It costs \$3 per girl.</p>

Camp and Trip Cards

<p>Your troop wants to go to Build-a-Bear for their end of year celebration. It will cost \$25 per girl.</p>	<p>75% of the girls in your troop would like to attend Volunteer Led Day Camp, which costs \$15 per girl.</p>	<p>Troop has decided to pay for every girl to go to TAC Camp this summer with troop cookie proceeds, cost is \$120 per girl.</p>
<p>Troop has decided to pay for half of camp costs for any girl who would like to attend day camp for one week this summer: Full price of camp \$135/week-so \$67.50 per girl, 25% of the girls would like to attend.</p>	<p>Troop wants to go to COSI and will pay for every girl-8 girls can attend \$50 per girl and adult (only 2 adults will attend).</p>	<p>Trip to Savannah, the average cost for one girl to visit costs, \$750. The troop will pay for 80% of the trip.</p>

Program and Event Cards

<p>Your troop decides to go to Bridge to the Future and will pay for everyone's registration as a gift for bridging and it costs \$10 per girl and adult are free, the entire troop will attend.</p>	<p>Your troop decides to pay for 50% of the cost to have their girls attend the Amaze Journey Retreat as a prerequisite to their highest awards. The cost is \$45 per girl and adult \$45. 60% of the troop is going to attend.</p>	<p>Your troop decides to attend the Blue Spring Cavern Overnight and to cover the cost, \$38 per girl and adult, all the girls would like to go with two adults.</p>
<p>Every year your troop goes to a Cincinnati Reds game together. Cost is \$15per girl and \$20 per adult, this is a family event. The troop will pay for all girls to attend, additional family members will pay their own way. 40% of the girls would like to go.</p>	<p>To get in the Halloween spirit your troop decides to go to Camp Woodhaven Spookwalk. Cost is \$8 per girl and adults are free.</p>	<p>Your troop decides to attend BIG Event and cost \$5 for girls and adults. Only 1/2 of your troop and two adults are attending.</p>

Activities 3: Age Level Game

Instructions:

Without reading the age level, read the descriptions and have the group determine what group the descriptions represent. Follow-up with the discussion questions at the end.

Write in Age level: **Juniors**

- The group volunteer retains overall responsibility for long-term budgeting and record-keeping but shares or delegates all other financial responsibilities.
- Girls set goals for and participate in council-sponsored product sales.
- Girls decide on group dues, if any. Dues are collected by girls and recorded by a group treasurer (selected by the girls).
- Girls budget for the short-term needs of the group, based on plans and income from the group dues.
- Girls budget for more long-term activities, such as overnight trips, group camping, and special events.
- Girls budget for Take Action projects, including the Girl Scout Bronze Award.

Write in Age level: **Brownies**

- The group volunteer handles money, keeps financial records, and shares some of the group-budgeting responsibilities.
- Girls discuss the cost of activities (supplies, fees, transportation, rentals, and so on).
- Girls set goals for and participate in council-sponsored product sales.
- Girls may decide to pay dues.

Write in Age level: **Cadettes, Seniors and Ambassadors**

- Girls estimate costs based on plans.
- Girls determine the amount of group dues (if any) and the scope of money-earning projects.
- Girls set goals for and participate in council-sponsored product sales.
- Girls carry out budgeting, planning, and group money-earning projects.
- Girls budget for extended travel either individually or as a troop.
- Girls budget for Take Action projects and leadership projects, that can include Girl Scout Silver and Gold Award.
- Girls may be involved in seeking donations for Take Action projects, with council approval.

Write in Age level: **Daisies**

- The troop volunteer handles money, keeps financial records, and does all group budgeting.
- Caregivers/caregivers may decide they will contribute to the cost of activities.
- Girls can participate in Girl Scout Cookie Program and Fall Product Sale.
- Girl Scout Daisies are always paired with an adult when selling anything. Girls do the asking and deliver the product, but adults handle the money and keep the girls safe.
- Girl Scout Daisies do not participate in money-earning activities beyond Council-sponsored product programs.

Discussion Questions:

1. How does managing your troop finances evolve as the girls age up?
2. For younger girls, how do you engage them in setting goals?
3. How do you make troop finances girl-led?
4. How do you determine dues for the girls each year?
5. What special considerations do you have to take when earning a higher award?