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Use the instructions located in the sections below to navigate using your Finance Tracking Spreadsheet. You may also find a Glossary of category terms and definitions on the 4th tab of this sheet to help you in categorizing your line items.

**Instructions for Details Tab - Your Check Register**

1. Complete the green highlighted section at the top with your General Service Unit Info.

2. Entering starting balance in Row E6 (highlighted in green). Enter the balance you ended with on your previous year's financial report.

3. Entering your Income and Expenses

a. Beginning with row 7 and utilizing subsequent rows for each line item, you would enter the date, Amount, details and Category of transaction from the bank.

**Example of an income:**

If you made a deposit to open the account, you would put the date on Row 7 Column A, the amount of the deposit (as a positive number); "Details" would be the reason you are making a deposit, such as "Disbanded Troop funds from TroopXXXXX." Then in Column D, there is a drop down option to select the category of the item. For disbandment, we suggest "Income-Disbanded Troop Funds Collected." You will see the sheet defaults to recognizing uncategorized items as expenses and subtracts them; however, once you add the income category, the sheet will recognize the figure needs added and will add it to the running total.

**Example of an expense:**

Enter the date of the purchase in column A. In column B, enter the amount (no negative symbols are needed). Use column C to briefly describe what was purchased, such as "Food for Leader Appreciation." Finally, in column D, choose the category that best fits the expense, such as "Expense- Leader Appreciation and Recognition."

4. Each month or quarterly, it is recommended for service units to reconcile their spreadsheet with their bank statements, or making sure the amounts from the statement and your spreadsheet match.

a. Look at Column E and the last transaction entered to see the amount listed verses the bank statement. The amounts should match.

**Instructions for Summary Tab - Report to GSofSI**

1. Service Unit Financial Report to GSofSI

a. In June, you will have to use Council's system to submit your Service Unit Financial Report. Currently, a form on our website is utilized.

b. The summary tab is populated with the Detail Tab information. Make sure the ending balance (Summary tab's Column B, Row 39) equals the detail tab balance on the last line entered.





Girl Scouts of Southern Illinois  
Troop Finance Report  
Service Unit

2022-2023

INCOME	
Service Unit Event Income	\$0.00
Fall Product Program Income	\$0.00
Cookie Program Income	\$0.00
Leader Appreciation and Recognition Income	\$0.00
Higher Awards Projects Income	\$0.00
Community Service Project Income	\$0.00
Donations, Gifts, Sponsorships Received	\$0.00
Disbanded Troop Funds Collected	\$0.00
GSEF Income	\$0.00
Miscellaneous Income	\$0.00
<b>TOTAL INCOME</b>	<b>\$0.00</b>
EXPENSES	
Service Unit Event Expenses	\$0.00
Fall Product Program Expenses	\$0.00
Cookie Program Expenses	\$0.00
Leader Appreciation and Recognition Expenses	\$0.00
Higher Awards Projects Expenses	\$0.00
Community Service Project Expenses	\$0.00
Recruitment Expenses	\$0.00
Admin. Expenses (postage, copies, etc.)	\$0.00
Juliette Expenses (GSEF to Caregivers)	\$0.00
Bank Fees, Charges	\$0.00
<b>TOTAL EXPENSES</b>	<b>\$0.00</b>
<b>PREVIOUS YEAR ENDING BALANCE</b>	

<b>CURRENT YEAR INCOME</b>	<b>\$0.00</b>	
<b>CURRENT YEAR EXPENSES</b>	<b>\$0.00</b>	
<b>ENDING BALANCE</b>	<b>\$0.00</b>	

Category	Definition
<b>Income - Service Unit Event</b>	This category includes monies collected by the service unit from hosted events, including registration fees.
<b>Income - Fall Product Program Proceeds</b>	This category includes fall product proceeds that are taken in by the service unit.
<b>Income - Cookie Program Proceeds</b>	This category includes all money taken in for the Girl Scout Cookie Program. If you received any donations and are able to separate them, they should go into the Donations Received category below. If they cannot be separated, they can be left in this category. This category should only reflect in-hand sales or ACH deposits, where money is seen flowing through your service unit account; DOC cookies <b>do not</b> have to be accounted for in the transactions. Also note that the difference between cookie income and cookie expenses should be what your service unit profited, except for any expenses you used to decorate cookie booths, purchase signs, etc.
<b>Income - Leader Appreciation and Recognition</b>	This category includes any money collected or deposited into the account for the purpose of celebrating and appreciating volunteers within your service unit.
<b>Income - Higher Awards Project</b>	This category includes any money collected for girls participating in their Higher Awards Projects, such as the Gold, Silver, or Bronze Award. This income is separate from other Community Service Projects.
<b>Income - Community Service Project</b>	This category includes any money collected for service unit participation in Community Service Projects. This income is separate from the Higher Awards Project income.
<b>Income - Donations, Gifts, Sponsorships</b>	This category should be used for any donations, sponsorships, or gifts that the service unit accumulated, including during cookie sales if that money was kept separate. If a parent donated money rather than selling product, or if GSofSI were to ACH debit a donation to your account from a gifter, it goes here as well.
<b>Income - Disbanded Troop Funds Collected</b>	Money collected from a disbanded troop that did not use all of its funds should be listed in this category.
<b>Income- GSEF Income</b>	This category is for the Girl Scout Experience Fund (GSEF) monies awarded to your service unit if you apply for these funds from council.
<b>Income - Miscellaneous Income</b>	This category is utilized for any income that cannot be fit into another category. Be prepared to explain these figures in greater detail in the appropriate sections of your financial report.
<b>Expense - Service Unit Event</b>	This category includes money spent to host events within the service unit, including supplies, food, etc.
<b>Expense - Fall Product Program</b>	This category includes any expenses accrued relating to fall product sales. You may not have an expense in this category unless there was a damaged item that needed replaced.
<b>Expense - Cookie Program</b>	This category includes any expenses accrued relating to the Girl Scout Cookie Program. This can include items to decorate cookie booths, signage or promotional items, or supplies needed to teach the girls about cookie sales. It will also include all the money paid from your service unit to council for cookies via ACH sweeps. Also note that the difference between cookie income and cookie expenses should be what your service unit profited, except for any expenses you used to decorate your cookie booths, purchase signs, etc.
<b>Expense - Leader Appreciation and Recognition</b>	This category is used for any purchase of items, supplies, or event purchases to recognize volunteer efforts within the service unit.
<b>Expense - Higher Awards Projects</b>	This category is used for any purchase of supplies, reservations, etc. related to Higher Awards Projects (such as the Gold, Silver, or Bronze Awards). These expenses are separate from other Community Service projects.
<b>Expense - Community Service Projects</b>	If there were expenses accrued for preparing your Community Service Projects, donation items purchased for the project, or money that was donated from your service unit toward that project, it falls into this category.
<b>Expense - Recruitment</b>	Anything purchased for recruitment efforts such as craft items, paper, markers, jewels, or glitter can be listed under this category. You may also include any registration fees paid out of the service unit account.
<b>Expense - Admin (postage, copies, etc.)</b>	Items purchased for administrative functions, such as making copies for SU meetings or events, purchasing stamps for mailing, etc. fall into this category.
<b>Expense - Juliette GSEF to Caregivers</b>	If caregivers paid for a Girl Scout Experience Fund (GSEF)-related event before the money was awarded, reimbursement from your service unit to the caregiver would be listed in this category.
<b>Expense - Bank Fees, Charges</b>	Any bank fees or charges accrued should be listed in this category.