girl scouts
of ohio's heartland

Finance Report Guidelines for Troops and Service Units

2016-2017 Membership Year

(October 1, 2016 through September 30, 2017)

1. **Delivery dates have changed for turning in finance reports.** The new dates are November 10 (covering May through October) and May 10 (covering November through April)
2. **These items MUST be turned in with the completed finance report:**
    a. Completed and signed Troop Finance Report Summary
    b. Finance Report Ledger Pages
    c. Completed Miscellaneous Summary
    d. Copy of all bank statements for the covered time period
    e. Copy of the current sales report from product program (November- fall product program, May-cookie product program)
3. **All finance reports will be audited**. During the audit process receipts and additional information may be requested and MUST be turned in within one week of the request date.
4. **All account signers MUST complete a session of the online finance report training** by May 1, 2017. (New troops opening their first bank account after March 1 will have until August 1)

For 2017-2018 Membership Year

1. All troop and service unit account volunteers who successfully complete the following during the 2016-2017 membership year **will be eligible to submit one finance report annually, on May 10.**
    a. Completed and signed Troop Finance Report Summary
    b. Finance Report Ledger Pages
    c. Completed Miscellaneous Summary
    d. Copy of all bank statements for the covered time period
    e. Copy of the current sales report from product program (November- fall product program, May-cookie product program)
    f. Successfully resolve any auditing issues within 2 weeks of notification
    g. Have no missing or unaccounted for funds or receipts.

*** A troop or service unit will continue on the annual calendar as long as all the documents continue to be turned in completely and on time and there is no missing or unaccounted for funds. If deadlines, documents, funds or receipts are missing the troop/service unit will be required to return to 2 semi-annual report submissions until a full compliant year is completed.

*** New troops must complete a 2 report cycle before being eligible for the annual finance report.

*** Remember it is the responsibility of the account signer's/troop leader to ensure all required documentation is turned in ON TIME.

*** Two missing finance reports in a row will result in release from the volunteer position.