



**USA Girl Scouts Overseas
PLANNING A TROOP BUDGET**

No. of Girls in Troop _____ No. of Adults in Troop _____ Age Level: _____

BALANCE ON HAND AT BEGINNING OF YEAR \$ _____

INCOME:

Net profit from cookie sale or other fundraisers	\$ _____
Contributions from sponsors or partners	\$ _____
Total troop dues collected	\$ _____
Collected for Thinking Day Fund	\$ _____
Other [describe] _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL INCOME: \$ _____

EXPENSES:

Contribution to Thinking Day Fund	\$ _____
Insignia and Badges	\$ _____
Badge work/program supplies	\$ _____
Troop equipment [books, flags, camping, etc.]	\$ _____
Service projects	\$ _____
Event participation	\$ _____
Outdoor program [describe] _____	\$ _____
_____	\$ _____
Trips [other than camping] & social events [list]	\$ _____
_____	\$ _____
_____	\$ _____
Other: _____	\$ _____
_____	\$ _____

TOTAL EXPENSES: \$ _____

BALANCE ON HAND AT END OF YEAR \$ _____



Work Sheet for Planning a Troop Budget

On the other side of this is a troop budget form. To assist you in completing the troop budget, you might consider the following items

PROPOSED EXPENSES

Troop Meeting Equipment (Do you need tools for handcrafts, supplies for the first aid kit, glue, arts & craft supplies)	\$ _____
Troop Library (Which records or books might you need?)	\$ _____
Program (Will you need money for service projects, troop camping activities, specific materials for badge work?)	\$ _____
Special Events / Plans (field trips, troop events, host nation activities/events)	\$ _____
Insignia (Will your troop purchase badges, insignia, patches, etc. for the troop?)	\$ _____
Ceremonies (Investiture/Rededication; Court of Awards)	\$ _____
Miscellaneous (allow some money for spur-of-the-moment ideas and unexpected opportunities or as a revolving fund to help new members unable to pay their full share)	\$ _____
TOTAL PROPOSED EXPENSES	\$ _____

PROPOSED INCOME

Annual Membership Dues (\$15 x no. of girls and no. of adults in the troop)	\$ _____
Annual Cookie Sale	\$ _____
Sponsorships/ Grants	\$ _____
Troop Dues (Weekly contributions by girls to support the troop's activities) *****	\$ _____
TOTAL PROPOSED INCOME	\$ _____

****Troop Dues:**

Often, dues will cover all of the troop's proposed expenses. To find out, divide the total amount of proposed expenses by the number of girls in the troop. Then, divide by the number of meetings. The answer is the amount of weekly dues from each girl. Troop dues are to be based on the plans of the girls and not an arbitrary amount set by the troop leaders. To do so then deprives the girls of the opportunity to make their plans based on sound and realistic expectations of being able to finance the activities themselves. Another question troop leaders need to ask is if each girl can pay the weekly amount of dues.

If the total proposed expenses are larger than the amount available from a realistic weekly troop dues, think about ways to reduce proposed expenses (i.e. scale back some of the more expensive activities) or make up the difference with a troop money-earning project.