



End of Year Financials

OCMT and Troop Finances



Why does USAGSO need to collect year-end reports from each community?

USAGSO needs to ensure the financial health of our Girl Scout communities and provide oversight to girls' hard-earned funds.

Who submits a year-end report?

Troops and OCMTs are required to submit a year-end financial report that accounts for the income and expenses for that year.

Troop leaders and their Girl Scouts complete the troop year-end reports.

The OCMT Treasurer, with the support of the OCMT, completes the year-end reports for the community.

Where do I find the resources
my troop/community needs?

The year-end forms, frequently
asked questions, and the link to
submit your financials can be found
under the Annual Finance reporting
dropdown on the Overseas
Committee Finances section of the
USAGSO website.

Question: How can our troop and community spend our funds?

Funds earned this Girl Scout year should be spent this year. Many can be rolled over year-to-year if the troop or community has a long-term plan for the money. (i.e. a trip or a summer camporee)

Question: Who should complete my community's financial audit?

Ask a parent or another volunteer that is not a member of the OCMT to review the financials and sign off that they have reviewed and believe the finances to be accurate.

Question: Do troop finances need to be submitted to USA Girl Scouts Overseas?

No, only community (OCMT) finances need to be submitted to USAGSO.

Question: My community only handled \$750 dollars this year.
Do we need to submit an end of year report?

Yes, all OCMTs need to submit an end of year report, however, if your community handled less than \$1,000 dollars you do not need to complete the independent audit.

Question: I still have questions. Who should I reach out to?

Please reach out to your community's membership manager or
overseascustomer@girlscouts.org

Completing Troop Financials & Rollover Documents

Troop Year End Financial Report

In the troop year-end financial report, you will add your troop number, age group and the name of the person completing the report.

The **balance on hand at the beginning of year** will be the amount you reported as end of year balance of last year.

Add all income and expenses for your troop. You will find the **balance on hand at end of year** by adding the **balance on hand at beginning of year** to the **total income** and subtracting the **total expenses**.

At this point, you will need to select if you plan on having **summer activities**, and if you would like to apply for a troop rollover. If you do, you will need to complete the **troop rollover application**, which will be submitted with your Troop Year-End Financial Report.



USA Girl Scouts Overseas

Troop Year-End Financial Report FY 2019-2020

Instructions: Complete and give to the OCMT by May 31

Troop No. [] Daisy [x] Brownie [] Junior [] Cadette [] Senior [] Ambassador

Name of person completing this report: [redacted]

BALANCE ON HAND AT BEGINNING OF YEAR \$218.08 *

INCOME:

Description	Amount
Product Sales	
Cookies	722.76
Other:	218.10
Troop Dues Collected	368.75
Programs/Events:	
Total Income:	1309.61

EXPENSES:

Description	Amount
Cost of Cookies	
Insignia and Badges	186.34
Program supplies	141.11
Troop Equipment (books, flags, camping, etc.)	
Service Projects	
Event Fees <i>Includes camp, field trips, and travel</i>	416.33
Other:	542.05
Total Expenses:	1285.83

BALANCE ON HAND AT END OF YEAR \$241.86 **

Does the troop have plans for summer activities or multi-year activity? [x] Yes [] No if yes, please describe:

Badge work, camp, service projects

Did the Troop apply for "Troop Roll-Over Funds"? If Yes, how much was approved? \$241.86

Troop Roll Over Application

If your troop has leftover funds and you would like to use them in the summer or for future projects, please fill out the **troop rollover application** form.

Make sure to add the name of your overseas community, OCC's name, and the OCC's signature for approval. This form will need to be included with the troop financial report for every troop requesting rollover funds.

Troop Roll-Over Fund Application

Troop Roll-Over Fund Application: Troop accounts are generally closed after receiving the year-end finance and inventory report, prior to the OC Audit. The OC then determines the amount of money troops begin with the following year in order to ensure that girls who participate in Girl Scout money earning activities with their troop are able to participate in the activities they voted on.

However, there are times when a group/troop may have a long-term goal that requires more financial planning than a year such as travel or a large service project (take-action or bronze, silver, or gold award). Troops may submit a *Troop Roll-Over Fund Application* to their OCMT. Troops may also use the *Troop Roller-Over Fund Application* to request funding for summer activities. These receipts and/or left-over monies will be due before the new troop funds will be issued to start the new girl scouting year. The OCMT makes the decision based on the best interest of most of the girls in the troop.

Remember: The income from product sales does not become the property of individual girl members.

Guidelines:

1. Troops who wish to apply for roll-over funds must provide a complete timeline and budget for the project or activity they wish to roll-over the funds for.
2. Troops must apply for roll-over funds by May 30th for the following year.
3. The OCMT may deny a request based on the request not benefiting most of the girls in the troop, or because the proposed project or activity is not compliant with Girl Scout policy.
4. Partial roll-over funds may be granted with an explanation from the OCMT.
5. The purpose of roll-over funds is for long-term planning. Should girls not implement their proposed activity or project by the deadline on their timeline the OC may transfer the roll over fund amount minus the typical troop start up fund amount back to the OC.
6. Roll-Over funds for summer activities are by reimbursement only in the fall only after OCMT approval.
7. All troop representative must be listed and sign the application on behalf of the girls in the troop.

OC: Troop Number: Date:

Troop Leader:

Phone Number (Home): (Work):

Email:

Troop (#) is requesting that (\$) be kept in their OC troop account for the summer/fall to be used for the specific purpose of (activity):

occurring on (date) .

The total estimated cost of the project/activity is (\$) .

Our troop plans on earning the rest of the funds by doing the following (if applicable):

Yes

No



A member of the troop, ideally the treasurer, must select yes or no to rolling over the funds and sign below.

Name: Yes No Signature:

- Budget and Timeline Attached
- Approved
- Partial Approval
- Not Approved (include explanation below in the notes box.)

Notes:

Name of OC: Name of OCC:
Signature: Date:

Completing Overseas Financial Report and Audit

Overseas Committee Year-End Financial Report

Add the **name of your committee** and the **period** (June 1, 2021 to May 31, 2022)

A - Cash on hand is the total amount you had in your bank account at the end of last year financial report.

B - Troop funds is the total of funds that your troops had left last year on May 31st (from the Troop financial report, add all troop funds amount with this symbol*)

OC Income - Add here everything that you have earned during this year

Overseas Committee Year End Financial Report

C - Total income adds up all the income reported

D - TOTAL OC AVAILABLE RESOURCES is calculated by $A - B + C$ (cash on hand – troop funds + total income)

OC EXPENSES: enter here all expenses from June 1st to May 31st and then add them up in:

E - TOTAL EXPENSES

F - YEAR-END BALANCE is calculated by $D - E$ (total OC available resources – total expenses)

Overseas Committee Year End Financial Report

G - TROOP FUNDS is the sum of all troops' year-end balance on May 31st, 2022 (**)

H - CASH ON HAND will be the addition of G + F (troop funds and Year-End balance)

The final CASH ON HAND (H) will be the amount that you have right now in your bank account.

Overseas Committee Year End Financial Report

On **STATUS OF FUNDS STATEMENT**, you will add the cash on hand amount that is in your bank account and:

- the name of your financial institution
- account number
- month, day, and year the report was completed
- names of the members that prepared this report
- the last four digits of your Social Security number

Please also indicate how many signatures are required to draw a check or make a withdrawal from the account.

Sign and date.

All communities handling more than \$1000 will need to have the **STATEMENT OF AUDITOR** signed and dated by a third party (ex. A parent or volunteer who is not on the OCMT).

Overseas Committee Year-End Financial Report/Audit Report

USA Girl Scouts - _____ Period from June 1, 2019 to May 31, 2020

Each Overseas Committee must complete this or an equivalent form and submit to USAGSO by **June 30th**.

A CASH ON HAND-This amount should equal the cash on hand closing balance \$12,508.04
from the previous year as reflected in the year-end report/audit.

B TROOP FUNDS – Subtract from Cash on Hand -3079.18

OC INCOME:
National Membership Dues 0
Contributions 0
USAGSO Grants 0
Product Sales
 Cookie Sales 38,505.75
 Other 2,732.97
Special Events 0
Program Events 1,201.27
Family Partnership 0
Interest _____
Other _____

C TOTAL INCOME +42,439.99

D Cash on Hand – Troop Funds + Income = TOTAL OC AVAILABLE RESOURCES 51,868.85

A - B + C = D

OC EXPENSES
National Membership Dues _____
Cookie Sales 33,837.75
Professional Fees _____
Office Supplies 313.69
Printing and Copying _____
Troop Resources
 Books _____
 Equipment _____
 Start Up Funds _____
Training 148.70
Housekeeping Supplies _____
Program Events
 4824.88
 other 2478.55
Adult Recognition 922.22
Telephone _____
Postage _____
Equipment Purchase/Rental _____
Assistance Grants _____

E TOTAL EXPENSES -42,525.79
F OC AVAILABLE RESOURCES – EXPENSES = YEAR-END BALANCE 9343.06

D - E = F

G	TROOP FUNDS	(ATTACH A DETAILED SUMMARY BY TROOP)	+3,111.58
H	CASH ON HAND	G + F = H	<u>12,454.64</u>

(OVER)
STATUS OF FUNDS STATEMENT

The funds described on the reverse side of this statement for the year-end May 2020,
 totaling \$ 12,454.64 are deposited in Community Bank
 Name of Financial Institution
 The account # is _____
 This report was prepared on June 14, 2020, by Overseas Committee member
 _____. The Overseas Committee members who have reviewed this report and are listed on
 the account as approved signatories to withdraw funds or sign checks are:

Name	Social Security No.
Name	Social Security No.
Name	Social Security No.
Name	Social Security No.

Indicate the number of signatures required to draw a check or make a withdrawal from the account (must be at least two):

Two Three

USA Girl Scouts _____ Overseas Committee has accepted this statement of financial position.

Signature of Overseas Committee Chair _____ Date 6/14/2020

STATEMENT OF AUDITOR

If the total money handled in the year is over \$1,000.00 U.S., a knowledgeable outside person must review the financial records of the Overseas Committee.

I have reviewed the books and financial records of USA Girl Scouts Overseas - _____
 Overseas Committee and find that sound bookkeeping practices have been maintained, and the report and its troop
 attachment are accurate as submitted with the exception of attached concerns and recommendations.

Yes No

 Date 6-14-2020

Forms and Support

Year-end forms, frequently asked questions, and the link to [submit financials](#) can be found on the [Overseas Committee Finances](#) page of the USAGSO website. On the Overseas Committee Finances page, select the **Annual Finance Reporting** dropdown.

For any questions or additional support, please reach out to your community's membership manager or email overseascustomercare@usagso.org