



Annual Troop Year-End Report Prep Worksheet

([eForm](#) submission required)

May 1, 2023- April 30, 2024

Please note: This document is provided to help you prepare your answers ahead of time. This document is a planning tool, designed to mirror the questions asked on the Year-End Financial Report submission eForm. **This prep worksheet will not be collected.** Please complete and submit your responses via the [Year-End Financial Report eForm](#).

GSGLA's annual troop year-end report will provide your Service Unit and Council staff with an overview of the past year for your troop.

Within the report, each troop will share on the following for the year:

1. **Basic troop details.**
2. **What your troop accomplished over the year (troop activities).**
3. **What the troop leader has experienced & observed (through a survey).**
4. **Troop finances** (financial summary with some clarifying questions when applicable and uploading of two bank statements)

The information reported by your troop will provide insight that will assist GSGLA (volunteers and staff) in ensuring that troops have the information and access of resources needed to successfully facilitate the Girl Scout Leadership Experience, while also meeting the troop financial reporting requirements.

Please note, the Annual Troop Year-End Report must be submitted by June 30th of each year, and troops are required to submit annually to participate in any money earning activities.

If you have questions or need assistance, please call us at (213) 213-0123 and ask to speak with your Membership Specialist.

Submitter Contact Information

Name: _____ Email: _____

Phone: _____ Position: _____

Troop Number: _____ Service Unit: _____

Troop Details

Troop Grade Level: _____

Grades in Troop:
(Current Year) TK K 1 2 3
 4 5 6 7 8
 9 10 11 12

First Troop Leader Information

Name: _____ Email: _____

Second Troop Leader Information

Name: _____ Email: _____

Troop Treasurer Information (if applicable)

Name: _____ Email: _____

**Number of
Girl Members**

**Number of
Adult Members**

**Number of years the
troop has been active.**

Name of Meeting Location: _____ Location Zip Code: _____

Does the troop plan to continue next year? (Check one) Yes No Unsure

If no, please explain:

Troop Activities This Past Year

How has the troop been meeting this past year? (Check one) In person Virtually Hybrid

**How many parent/family meetings
did the troop have this year?**

**How many badges did the
troop earn this year?**

Troop Badge Details:

Troop Activities This Past Year (Continued)

**How many Girl Scout Journeys
did the troop complete?**

Troop Girl Scout Journeys Details:

**How many field trips, camping experiences,
and/or events did the troop participate in?**

List of Outings and Dates:

**How many Community Service Projects
did the troop complete?**

**Approximately how many hours did the troop
spend serving the community?***

Community Service Project Details:

*This number should be the number or hours served multiplied by the number of troop girls that participated.
e.g., If 10 hours of service were performed, and there are eight girls in the troop, the number entered should be 80.

Troop Activities This Past Year (Continued)

What are you most proud of accomplishing with the troop this past year?

Do you have a troop story from this past year that you would like to share?* Yes No

Story Details:

*This story may be shared by GSGLA with members and/or the public.

If you would like to include photos, you will have the option to upload up to five images. Photos must be in jpg, png, or pdf format and can be no larger than 20MB per file.

Troop Leader Survey

About the Girl Scout Program

Please answer how much you (or the leader) agree or disagree with the following statements. Select your response. If you disagree with any of the statements, you will be asked to share why you do not agree.

The training provided by Girl Scouts was beneficial.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

Girl Scouts provided the support and guidance I needed to be successful.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

In the Girl Scout program, I feel like I can make a difference.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

In the Girl Scout program, I am a role model for girls.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

I would recommend the Girl Scouts to other families.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

The troop is inclusive and diverse. We are open and accepting of new members, and value the benefits of having a diverse troop.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

I attend Service Unit Leader meetings regularly.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

Troop Leader Survey (Continued)

I feel the Girl Scout program positively supports the girls' mental health.	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

I get the support I need from Girl Scouts (GSGLA Staff & Volunteers).	Strongly Agree	Agree	Somewhat Agree	Somewhat Disagree	Disagree	Strongly Disagree	N/A
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Notes if disagreed:

If you marked somewhat disagree, disagree, or strongly disagree, please indicate which support area(s) listed below would be helpful.

Assistance with registration. Camp Events Membership
(Check all that apply)

Check-in phone calls.
Please describe your needs:

Conflict Resolution.
Please describe your needs:

Help with Girl Scout Program delivery.
Please describe your needs:

Navigating product programs.
Please describe your needs:

Policy guidance.
Please describe your needs:

Training. Please check all that apply:

- Facilitating badges
- Facilitating Girl Scout Journeys
- Facilitating outdoor activities
- Forms and policies
- Girl Scout progression
- Higher awards
- Managing adult volunteers in the troop
- Product Program
- Troop finances
- Troop planning and management
- Working with Girl Scouts in your troop

Resources. Please check all that apply:

- Finding resources
- Navigating resources
- Additional resources
 - Badge work
 - Facilitating program
 - Product programs
 - Registration
 - Resource translation:
 - Which language(s) _____
 - Working with girls with special needs
 - Working with parents

Troop Leader Survey (Continued)

What, if any, support needs do you have going into the next membership year?

Support needs:

**Please answer the following questions as they relate to the girls that you work with.
Check all that apply:**

As a Girl Scout Leader, I have seen growth
in the girls I work with as it relates to:

- A commitment to service within their community.
- Civic Engagement.
- Confidence.
- Demonstrating positive behavior outside of Girl Scout meetings.
- Engaging in leadership roles.
- Entrepreneurship.
- Grades in school.
- Interest in STEAM activities.
- Making new friends.
- Open to listening to others in the group.
- Willingness to try new things.
- Working together to test ideas.
- Other

Since becoming a Girl Scout Troop Leader, I
have seen growth in myself as it relates to:

- Adapting plans to meet immediate needs.
- Awareness of needs within my community.
- Being a caregiver.
- Budgeting
- Collaborative engagement with others.
- Confidence
- Conflict management/resolutions.
- Making new friends.
- Motivating others.
- Presentation Skills
- Project Management
- Resilience
- Valuing diversity in thought.
- Willingness to try new things.
- Other

If you checked either "other" box above, please describe:

Bank Account Information

If your troop does not have a bank account and does not collect or spend money, the troop will not be required to complete the questions within this section on the year-end eForm.

Reminders:

1. The [Troop/Group/SU Ledger Summary](#) and [Troop Monthly Financial Summary](#) are great tools to use throughout the year to help summarize financial information.
2. If your troop has more than \$50, it must open a bank account, and to participate in any money earning, the troop **must** have an account. For assistance, contact the GSGLA customer care line at (213) 213-0123.
3. Upon review and/or based on random troop account audits, GSGLA may contact you for additional documentation (receipts, statements, etc.), retain all receipts and documentation for a **minimum of five years**.

Bank Account Access

Date Bank Account Established: _____ Bank Name: _____

Troop Bank Account Signers (minimum of two – maximum of five)

Name	Position	Access (check all that apply)	
1.		Debit Card	Bank Statements
2.		Debit Card	Bank Statements
3.		Debit Card	Bank Statements
4.		Debit Card	Bank Statements
5.		Debit Card	Bank Statements

Income

Troops Beginning Balance*	\$	Fall Product Program Proceeds	\$
Troop Dues Collected	\$	Cookie Program Proceeds	\$
How much does your troop charge per meeting?	\$	Donations/Sponsorships Received	\$

*For existing troops, the troop's beginning balance is the ending balance from the last submitted finance report. For new troops, this is the starting balance.

Did the troop participate in any money earning projects/activities? Yes No

Do not include fall or cookie program activities/proceeds.

Troop Money Earning Proceeds (if the troop participated) \$ _____

Income (Continued)

Please list the money earning projects/activities that your troop participated in and the proceeds for each project/activity:

Did the troop receive income from any additional sources? Yes No

Total Additional Income Received (if the troop received additional income) \$ _____

Please list additional sources of income and the income received for each source:

Total Income (total includes beginning balance and all income amounts entered above.) \$ _____

Expenses

GSUSA Membership Registrations*	\$	Troop Supplies (Snacks, crafts, etc.)	\$
Fall Product Debit	\$	Cookie Program Debit	\$
Program Activities**	\$	Girl Scout Shop Purchases (Uniforms, books, etc.)	\$
Service Projects	\$	Donations***	\$
Troop Meeting Facility Use Fee****	\$		

*Memberships paid for with troop funds.

**Day/overnight trips, Council sponsored programs, service unit events/camporee, etc.

***Donations to causes that the troop chose to donate to.

****If meeting virtually, the cost of Zoom (or similar) may be included in this number.

Did the troop have additional expenses not listed above? Yes No

Total Amount of Additional Expenses \$ _____

Please describe any additional expenses not listed and the amount.

Total Expenses (Total includes all expense amounts entered above.) \$ _____

Bank Statements

Troops will be required to upload two bank statements, prior to submitting, block out all but the last four numbers of your bank account number on the statement.

Did your troop have a bank account in March? Yes No

Troops that did not have a bank account in March will not be required to submit a March bank statement.

Please be prepared to submit the following:

1. The troop's **March bank statement.**
2. The troop's **most recent bank statement.**

Balance and Reconcile

Total Income (Total includes beginning balance and all income amounts entered above.) \$ _____

Total Expenses (Total includes all expense amounts entered above.) \$ _____

Ending Balance (Total income minus total expenses.) \$ _____

Current Bank Balance (Enter the balance from your most recent bank statement.) \$ _____

Does the ending bank balance match your April bank statement? Yes No

Please explain why the ending balance does not match the balance on your April bank statement:

Money Carry Over per Girl (Current bank balance divided by the number of girl members in the troop as entered in the troop details section.) \$ _____

Does your troop have more than \$100 per girl carrying over? (Troops can only carry over a max of \$100 per girl unless the troop has a detailed program plan for funds.) Yes No

If so, please share the details of activities planned, anticipated costs and dates of purchases/expense: