Troop Finance Reports

Frequently Asked Questions

New Troops

We have no income or expenses and haven't opened a bank account yet. Do we still need to submit a TFR?

Yes - it is an IRS requirement that all troops report on their finances so every troop that is listed as active prior to May 31st will need to submit a TFR for that financial year. You can mark 0 for all income and expenses, and 0000 for the last 4 digits of your bank account. In place of uploading your bank statement, upload a Word document with the written statement "Troop xxxxx has not yet opened a bank account."

Returning Troops

What should we do if we can't find the ending balance from last year's TFR?

Your council support staff member can look up your prior year's ending balance if needed - reach out to them, or to your Service Unit Treasurer.

Disbanding Troops

Our troop will be disbanding. Do we have to spend all the money by May 31st?

Your troop is still active until September 30th, and you have until that time to complete your activities before disbanding. You will need to submit a TFR for the current financial year ending May 31st and then submit a second, final TFR along with your disband form to account for the expenditure of any remaining balance.

Fall Product Program

What is the M2 sales report and where do I find it?

This is a report from M2, the fall product management website, which shows the troop's proceeds from participation in this entrepreneurship program. The Troop Fall Sales Manager can access it by logging in at www.gsnutsandmags.com/Admin/Account/Login then clicking on Reports > Summary Report to find the Troop Proceeds and Bonuses total. Troop access to M2 is year-round, so they can log in and retrieve this report at any time.

The person who ran fall product for the troop is no longer available and nobody else has a login - how do we get this report?

Email the Entrepreneurship Team at info@gsnorcal.org and they will be able to provide the information.

Cookie Program

I am the troop treasurer and don't have access to Smart Cookies - how do I get the information?

The Troop Cookie Chair will be able to send you this information. If for any reason you are unable to retrieve it, reach out to the entrepreneurship team at info@gsnorcal.org.

Which number should I record from Smart Cookies?

Access your troop's financial summary by clicking Reports > Current > Finance > Troop Balance Summary > View Report. Your troop's proceeds is listed under Sales Amounts as Troop $$.

What if my troop earned the 10c incentive for Early Bird renewals?

This incentive was added as a payment towards the troop's balance. At the bottom of the Troop Balance Summary report, you'll see it listed as 'Early Bird Incentive'. Add this to your troop sales amount to find the total troop proceeds.

Do I report all of my cash bank deposits and ACH debits from cookie sales?

No - much of this was pass-through money which was owed to council so it is neither income nor expenditure. You should only record the troop proceeds on the TFR.

What do we do with cookie booth donations?

Donations should be converted to Care to Share boxes and allocated to Girl Scouts prior to the end of the sale. If this step was missed, record the amount under donations.

Can we charge parents event fees if the family didn't participate in the cookie sale?

All troop proceeds should benefit all troop members equally, regardless of their participation in the product program.

Banking and Records

How long do we need to keep receipts for?

Keep all receipts for 3 years.

Where should we record bank fees?

If you were charged fees for cash deposits, use the ACH credit form to request reimbursement. For non-refundable fees, record under miscellaneous expenses.

Line Items

Sometimes parents pay more than we requested for event participation. Where should we record the extra?

Anything extra should be recorded as a donation.

Where do we record badges and patches?

These are awards and recognitions.

What is the cost of unsold product?

If the troop was financially responsible for any unsold items from either of the entrepreneurship programs, record the actual retail cost of the product here. NB: if the product was sold later to friends/ family etc. do not record this as unsold product.

What is the difference between troop dues and donations?

Troop dues are a special kind of donation, requested of all troop families either at the beginning of the year or at each meeting. Anything above this amount should be recorded as a donation. Note that troop dues are always considered optional and should not be a barrier to troop participation for any family.

What is the difference between activity fees and expenses?

A registration, entrance, or ticket fee is an activity/event fee. Expenses that are incurred during the event (e.g. transportation, food) should be recorded separately.

Additional Resources (clickable links)

Guidance on accepting donations

ACH Credit Form for fee reimbursement requests

Tracking sheet

Volunteer Essentials - Troop Finances

Completing the TFR - Demo (webinar recording)

- Accessing your M2 report
- Accessing your Smart Cookies report
- Using the finance report tracking workbook
    - Tracking income
    - Tracking expenses
    - Bank statement reconciliation
    - Completing the TFR

Using the tracking workbook is not required, but is highly recommended to make completing the TFR a breeze!