

# GSSNV Annual Treasury Report Information Sheet

## Annual Report

Each membership year, all Girl Scout troops and Service Units must submit their Annual Troop Treasury Reports by July 31st. Reports should cover expenses for July 1st (previous year) - June 30th (current year).

## Reporting

Troops will be submitting this years Treasury Report through the Excel sheet on the 'forms and documents' section on the GSSNV website.

## Recordkeeping

All Troops and Service Unit's must submit all Bank Statements (From July of the previous year) - (May of the current year) and receipts over \$200 with all Treasury Reports. If a receipt is missing, a Missing Receipt Form will need to be filled out and submitted in its place. Missing Receipt Form is under the 'forms and documents' section on the GSSNV website.

**\*Volunteers must keep all itemized receipts of purchases, bank receipts, deposits and monthly bank statements for a minimum of three years.**

**\*\*Please note: on the Excel Sheet, under Tab D you will need to fill out the survey by clicking the link OR scanning the QR code. Answer every questions on the survey. The membership team uses those answers to update your Troop Information for the new Girl Scout year.**

## Where to Get Help

The GSSNV Membership team is always here to help if you have any questions as you do your Treasury Report. You can also contact your Service Unit Treasurer too.

This year, the Membership team will also be doing Treasury Report Q&A's via Zoom throughout the Treasury Report season. Go to the Events tab on our website to register for them if you have questions.

**\*Treasury Reports must be received prior to troops picking up Early Bird T-Shirts. They also need to be received prior to the GSSNV Product Program to participate annually. Troops must turn in reports annually to be considered active each membership year.**

## Disbanding, Retiring, or Graduating Troops

When a Girl Scout Troop disbands, you need to fill out a Treasury Report along with the Troop Disbandment Form. Contact the GSSNV Membership Team with any additional questions.