Annual Treasury Report Information

Annual Report
Each membership year, all Girl Scout troops, Juliette groups and Service Units must submit their Annual Troop Treasury Reports by July 31st. Reports should cover expenses for July 1, 2020-June 30, 2021.

Reporting Options
Troops and groups have the option of submitting their reports through the Volunteer Toolkit Finance* tab or through the **Annual Treasury Report** excel found on the girlscoutnv.org website under Forms.

Service Units must utilize the Annual Treasury Report excel.

Recordkeeping
Receipts over $200 and June 2021 bank statements should be submitted with the treasury report. If a receipt is missing, a Lost Receipt Form may be filled out and included in its place. *Volunteers must keep all itemized receipts of purchases, bank receipts, deposits, and monthly bank statements for a minimum of two years*.

Where to Get Help
Contact your local Service Unit Treasurer, the GSSNV Membership Support Team or register for a Treasury Report Workshop on our events page.

Treasury Reports must be received prior to troops picking up Spring Renewal t-shirts also, reports must be received prior to the start of GSSNV Product Programs to participate annually. Troops and groups 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 an Treasury Report (along with a **Troop Disbandment Form**). Contact your Troop Program Manager with questions.

**The Volunteer Toolkit (VTK) will be unavailable starting at the end of the day on June 30 through July 2. At this time, Year Plans will be archived and members not renewed for membership year 2022 will lose access to the VTK. Please download Attendance & Achievement Reports if you would like to retain information for future use.*