



# Annual Troop Year-End Report

June 1, 2021- April 30, 2022

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

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

1. **What your troop has accomplished** (8 questions)
2. **What the troop leader has experienced & observed** (11 questions)
3. **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.

This document is provided to help prepare answers asked within the submission eForm prior to submitting the [Year-End Financial Report eForm](#) and will not be collected.

Please note, the Annual Troop Year-End Report must be submitted by June 30<sup>th</sup> 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.



## 2021-2022 Troop Year End Report

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_

Troop Level:

Grades served in current membership year:    K    1    2    3    4    5    6    7    8    9    10

Number of girl members \_\_\_\_\_ Number of adult members \_\_\_\_\_

Leader Name #1: \_\_\_\_\_ Leader Name #2 \_\_\_\_\_

Name of submitter \_\_\_\_\_ Position \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Meeting Location \_\_\_\_\_ Meeting zip code \_\_\_\_\_

School, School District, or area that best describes the area that the troop serves: \_\_\_\_\_

Number of years the troop has been active:

Does the troop plan to continue next year? Choose one:    Yes    No    Unsure

### Section 1- Troop activities this past year

1. How did the troop meet this past year (chose one)?    In person    Virtually    Hybrid
2. How many parent/family meetings did the troop have this year? \_\_\_\_\_
3. How many badges did the troop earn this year? \_\_\_\_\_

Badges earned (not required)

4. How many Girl Scout Journeys did the troop earn this year? \_\_\_\_\_

Journeys earned (not required):

5. How many field trips, camping experiences, and/or events did the troop participate in? \_\_\_\_\_

List all field trips/outings and dates (required)

6. How many Community Service Projects did the troop complete? \_\_\_\_\_

- a. Approximately how many hours did the troop spend serving the community (number of girls multiplied by number of girls): \_\_\_\_\_

List of community Service Projects completed this year (not required):

7. What are you most proud of accomplishing with the troop this past year? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Do you have a troop story from this past year that you want to share, and give permission for GSGLA to share with members and the public (not required)? When completing the eForm you will also have the option to share a photo to accompany the story.

Story to share:

## Section 2-Troop Leader Survey

### About the Girl Scout Program

Please answer the following questions as it relates to your experience with the Girl Scout program. Circle your response. If you disagree with any of the statements, you will be asked to share why you do not agree.

	Disagree A lot 1	Disagree 2	Disagree a little 3	Agree a little 4	Agree 5	Agree a lot 6	Don't know N/A
1. The training provided by Girl Scouts was beneficial.	1	2	3	4	5	6	N/A
<b>Notes if disagreed:</b>							
2. Girl Scouts provided the support and guidance I needed to be successful.	1	2	3	4	5	6	N/A
<b>Notes if disagreed:</b>							
3. In the Girl Scout program, I feel like I can make a difference.	1	2	3	4	5	6	N/A
<b>Notes if disagreed:</b>							
4. In the Girl Scout program, I am a role model for girls.	1	2	3	4	5	6	N/A
<b>Notes if disagreed:</b>							
5. I would recommend the Girl Scouts to other families.	1	2	3	4	5	6	N/A
<b>Notes if disagreed:</b>							
6. The troop is inclusive and diverse. We are accepting of new members and value the benefits of having a diverse troop.	1	2	3	4	5	6	N/A
<b>Notes if disagreed:</b>							

**Leader Survey, continued:**

	Disagree A lot 1	Disagree 2	Disagree a little 3	Agree a little 4	Agree 5	Agree a lot 6	Don't know N/A
7. I attend Service Unit Leader meetings regularly	1	2	3	4	5	6	N/A

**Notes if disagreed:**

8. I feel the Girl Scout program positively supports the girls' mental health.	1	2	3	4	5	6	N/A
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**Notes if disagreed:**

9. I get the support I need from Girl Scouts	1	2	3	4	5	6	N/A
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**If disagreed, please select what additional support would be helpful:**

Training. Please describe needs: \_\_\_\_\_

Check-in phone calls. Please describe needs: \_\_\_\_\_

Conflict resolution. Please describe needs: \_\_\_\_\_

Resources. Please describe needs: \_\_\_\_\_

Policy guidance. Please describe needs: \_\_\_\_\_

Help with Girl Scout program delivery. Please describe needs: \_\_\_\_\_

Assistance with registration. Please describe needs: \_\_\_\_\_

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

Support needs:
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**Please answer the following questions as it relates to the girls that you work with.  
Check all that reflect your observations:**

**I have seen growth in the girls I work with as it relates to:**

Willingness to try new things.

Open to listening to others in the group.

Making new friends.

Working together to test ideas.

Demonstrating positive behavior outside of Girl Scout meetings.

Confidence.

Interest in STEAM activities.

Grades in school.

Are there other areas of growth that you have observed? If so, please share.

I have seen growth in the girls I work with as it relates to:

## Year-end financials

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. Using the [Financial Ledger](#) throughout the year, is a great tool to help summarize financial information for the year.
2. The reporting period of financials should reflect the period of time between your last submission and April 30<sup>th</sup>, or when your troop started and April 30<sup>th</sup> of this year.
3. 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.

Bank Name: \_\_\_\_\_

Bank account signers and access:

Signer First and Last Name	Debit card holder	Receives bank statements

### Troop Income:

Troop's beginning balance: \* \_\_\_\_\_

Troop dues collected: \_\_\_\_\_

How much does the troop collect for dues per meeting? \_\_\_\_\_

Fall product proceeds: \_\_\_\_\_

Cookie program proceeds: \_\_\_\_\_

Troop money earning proceeds: \*\* \_\_\_\_\_

How many money earning activities did you troop participate in (not including fall or cookie programs)? \_\_\_\_\_

List the activity and proceeds:

\*Ending balance from last submitted finance report or starting balance for new troops.

\*\*Not including fall or cookie program activities/proceeds.



Troop income (continued)

Donations/sponsorships: \_\_\_\_\_

Other troop income: \_\_\_\_\_

Please list "other" income sources and amount(s) received:

Total troop income: \_\_\_\_\_

**Troop Expenses:**

GSUSA Membership Registrations (if purchased with troop funds) \_\_\_\_\_

Troop supplies (snacks, crafts, etc.) \_\_\_\_\_

Program activities (trips, council programs, events) \_\_\_\_\_

Girl Scout shop purchases (uniforms, books, badges, etc.) \_\_\_\_\_

Service Projects \_\_\_\_\_

Donations (donations to causes the troop chose to donate to) \_\_\_\_\_

Troop meeting facility usage fees \_\_\_\_\_

Other expenses: \_\_\_\_\_

Please list "other" income expenses and amount(s) spent:

Troop's total expenses: \_\_\_\_\_

**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.

1. The troop's **March bank statement**
  - a. Troops that did not have a bank account in March, will not be required to submit one.
2. The troop's **most recent bank statement**

**Balance and reconcile:**

Total income: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

Ending balance (income-expenses): \_\_\_\_\_

Does your ending balance (above),  
differ than the balance of your most recent bank statement?      Yes      No

Explain any difference between the troop's most recent statement and your calculated ending balance:

Troops can only carry over a max of \$100 per girl unless the troop has a detailed program plan for funds. Does your troop have more than \$100 per girl carrying over? If so, please share the details of activities planned, anticipated costs and dates of purchases/expense: