



# Girl Scouts.

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## Community Camp Finance Report

\_\_\_\_\_  
Camp Name

\_\_\_\_\_  
Camp Treasurer

\_\_\_\_\_  
Camp Director

\_\_\_\_\_  
Service Unit(s) or Counties Served

**Instructions — By September 30 of each year, submit this form with a copy of the last bank statement to the Outdoor Program Director for Community Camps. This form covers September 1 through August 31. Please keep a copy for your records. If your camp has more than one account, please submit a separate form for each account.**

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Branch Telephone

**Account type:**  Checking  Savings  Both

**Names of Authorized Signers:**

\_\_\_\_\_  
Signer #1

\_\_\_\_\_  
Signer #2

\_\_\_\_\_  
Signer #3

Include additional financial institutions on a separate piece of paper.

**Record of All Donated Funds Received**

Indicate the value of all donations the Camp received in the name of Girl Scouting.

Cash: \$ \_\_\_\_\_

Supplies: \$ \_\_\_\_\_

Equipment: \$ \_\_\_\_\_

Meeting Space: \$ \_\_\_\_\_

Other (please specify) \_\_\_\_\_: \$ \_\_\_\_\_

**Total Value of Donations** \$ \_\_\_\_\_

**Financial Plans**

If the Camp's ending balance is over \$1,000 what are the plans for the use of these funds?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We certify that the above is an accurate statement of income and expenses for the year.

\_\_\_\_\_  
Camp Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Camp Treasurer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CAMP INCOME/EXPENSE STATEMENT**

**A — Ending balance from prior year** \$ \_\_\_\_\_

**Current Year Income**

Donations/Community Contributions: \$ \_\_\_\_\_

Camp Fees Collected: \$ \_\_\_\_\_

Other Money-Earning Activities: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Cookie Credit Reimbursement: \$ \_\_\_\_\_

Financial Aid Reimbursement: \$ \_\_\_\_\_

New Girl Scout Registration Fees: \$ \_\_\_\_\_

Misc. Income (specify): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**B — Total Income** \$ \_\_\_\_\_

**C — Grand Total (A + B)** \$ \_\_\_\_\_

**Expenses (September 1 through August 31)**

Postage and Mailings: \$ \_\_\_\_\_

Copy/Printing Costs: \$ \_\_\_\_\_

Program and Training Supplies: \$ \_\_\_\_\_

Site Rental/Maintenance Costs: \$ \_\_\_\_\_

Equipment Purchases/Maintenance: \$ \_\_\_\_\_

Service Projects: \$ \_\_\_\_\_

Awards and Recognitions: \$ \_\_\_\_\_

Donations: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_

GSNorCal Community Camp Admin Fee: \$ \_\_\_\_\_

New Girl Scout Registration Fees: \$ \_\_\_\_\_

Other Misc. Expenses (please specify): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**D — Total Expenses** \$ \_\_\_\_\_

**E — Ending Balance (C - D = E)** \$ \_\_\_\_\_

**Reconciliation of Funds/Account(s)**

Total Balance on Last Bank Statement: \$ \_\_\_\_\_

Total Outstanding Deposits: + \_\_\_\_\_

Total Outstanding Checks: - \_\_\_\_\_

Total Cash Held (Petty Cash): + \_\_\_\_\_

Grand Total (should equal line "E"): \$ \_\_\_\_\_