

# TROOP ANNUAL FINANCIAL REPORT AND WORKSHEETS

## INSTRUCTIONS

The Troop Annual Financial Report is due according to the following schedule:

- Ann Arbor Region – May 1
- Jackson, Lansing, and Saginaw Region – May 30
- Kalamazoo Region – June 15

You may complete these forms either in manual copy or in EXCEL.

### TO COMPLETE AND SUBMIT IN MANUAL COPY:

1. Open the document
2. Click on the tab for the Troop Annual Financial Report
3. Print
4. Manually complete the form and submit to your Troop Organizer or Area Manager

### TO COMPLETE AND SUBMIT IN EXCEL ELECTRONIC COPY OR AN EXCEL HARD COPY:

Some information before you get started:

- All of the YELLOW and GREY cells on this form are protected so that the user cannot inadvertently change the headings, cell entries, or calculations.
- You can only enter or change data in the WHITE cells
- You can click on white cells or use the tab key to advance through the document.
- You may find that you cannot do everything that you are used to doing in EXCEL because of the protection.
- **Do not cut and paste groups of data if you make a mistake entering information. This may disrupt the automatic formulas or your figures may not actually be deleted from the calculations. Instead, click on the cell that needs to be changed and re-enter the correct information.**
- Throughout the year all troop income should be deposited into the troop account and all transactions should be tracked in a check register. If you use the EXCEL worksheets throughout the year, the troop's checkbook should balance to the worksheets.
- To save the information you have entered you will need to save the document on your computer.

### Income Worksheet

1. Click on the INCOME tab at the bottom of the window. This opens the INCOME WORKSHEET. We have allowed for 3 pages of entries since the user cannot insert additional rows due to the form protection.
2. Enter your "Funds on Hand as of Last Report (A)" at the bottom of page.
3. Enter the dates (mm/dd) and amounts of your income throughout the year, in each category (1-9). You can enter more than one category amount in any given row.
4. The worksheets will automatically
  - Add the entries across each row and enter the total in "Total Deposits This Date"
  - Add the entries in each column and enter the total in "TOTALS" for each category
  - Add the "Total Deposit This Date" to the previous "Total Deposits To Date" and enter the amount into the cell at the bottom titled "Total Income (B)." (Note that this amount will always repeat down to the bottom of the page. As you enter amounts in additional rows, this value will change and then carry down.)
  - Show the calculation for "Funds on Hand + Total Income = Total Funds" at the bottom of page.

## Expenses Worksheet

1. Click on the EXPENSES tab at the bottom of the window. This opens the EXPENSES WORKSHEET. We have allowed for 3 pages of entries since the user cannot insert additional rows due to the form protection. This worksheet is connected to the INCOME WORKSHEET by a formula, in order to calculate the balance between expenses and income.
2. Enter the dates (mm/dd) and amounts of your expenses throughout the year in each category (1-12). You can enter an amount in more than one category within each row.
3. The spreadsheet will automatically:
  - Add the entries across each row and enter the total in "Total Expenses This Date"
  - Add the entries in each column and enter the total in "TOTALS" for each category
  - Add your "Total Expenses This Date" to the previous "Total Expenses To Date." This is your "Total Expenses (D)." (Note that this amount will always repeat down to the bottom of the page. As you enter amounts in additional rows, this value will change and then carry down.)
  - Show the calculation for "Total Funds - Total Expenses = Balance on Hand (E) in Checkbook" at the bottom of page.

## Troop Annual Financial Report

1. Click on the TROOP ANNUAL FINANCIAL REPORT tab at the bottom of the window. This page is connected to the INCOME WORKSHEET and EXPENSES WORKSHEET by formulas.
2. The TROOP ANNUAL FINANCIAL REPORT will automatically pull all revised figures from the INCOME WORKSHEET and the EXPENSES WORKSHEET each time an income or expense amount is entered or revised. For this reason, the numbers in this form will always be current.
3. To complete the form enter the appropriate information in all white fields above the wide gray line and in all fields that require you to "please list" additional information:
  - Other money-earning projects (line 8 on the income side)
  - Other income and donations (line 9 on the income side)
  - Other expenses (line 12 on the expense side)
4. You can submit your form to your TO or Area Manager by either:
  - Emailing your completed EXCEL report, or
  - Delivering a printed hard copy of the EXCEL report.