

Take one for each troop. Give to your treasurer!

Checklist for End of Year Wrap-Up of Troop Financials – All Troops! Due by May/June 2013

For SU Treasurer's Use
Year 2012 - 2013

Troop # _____

F -31 _____

F-36 _____

Checklist _____

- Complete the troop financial form F-31:
 - Look in the Finance Category in the Forms website
 - <http://resources.gssjc.org/Resources/Forms/Forms/AllItems.aspx>
 - You have a choice of an Excel Spreadsheet or a PDF.
 - Complete, print and sign the F-31 form.
 - Attach a copy of your most recent bank statement (April or May 2013).
 - If you don't have a bank account, check here. _____
 - Attach a copy of this checklist.
 - F-36 - Council is requiring all troops to complete this updated form including a VOIDed check. This will mean you will need to send this to me via the post office. If your signers changed during the year, please complete a new Bank Registration (F-36)*. Turn this form in with your financials.
 - Bank Name:
 - Current Signers:
 - _____
 - _____
 - Email and phone contact information in case I need to talk with you.
 - Name: _____
 - Email: _____
 - Phone #: _____
 - Bring report to the May 13th Service Unit meeting or June 1st Leader Daughter Event, or
 - Send to:

Joy Lee, Bending Bayous Treasurer
3646 Glen Haven Blvd
Houston, TX 77025

Questions?
Contact me via email or phone!
jeffjoylee@earthlink.net
713-660-8764
713-303-5725 cell
Thanks! Joy

* Financial forms can be found on the GSSJC website
<http://resources.gssjc.org/Resources/Forms/Forms/AllItems.aspx>