

FSP TROOP FINANCIAL FORM INSTRUCTIONS

1. The form may be filled out on the computer and then printed ***or*** printed and then filled out.
2. EVERY FORM MUST BE SENT WITH A CORRESPONDING YEAR END BANK STATEMENT. You may choose to end your year as of 5/30 or 6/30.
3. The year ending bank statement balance ***MUST*** be the same as the year ending balance on the financial form submitted.
4. Please get 2 signatures on each financial form.
5. Please include contact information for the treasurer in case of errors.
6. If you have a large cash balance, please designate (or just give an idea) as to how the money will be used.
7. Please print **2** copies of the report. Please send one to me and keep one for your records.
8. The print area has been set. Please print in portrait orientation.
9. Please contact me if you have any questions by phone or email
 - a. stomljanovic@comcast.net
 - b. 908.789.0009
10. Forms may be mailed or dropped off at my house
6 Little Falls Way, SP (off Raritan road near the south side firehouse). There will be a Girl Scout box on my front porch.

Thank you

Susan Tomljanovic
FSPST treasurer