

TO: Troop/Group Leader
FROM: Council Treasurer
SUBJECT: ANNUAL TROOP FINANCE REPORT

2011-2012 Troop Finance Report
DUE: By June 30, 2012

The Girl Scouts of the U.S.A. charter and Rhode Island corporate law state that Girl Scouts of Rhode Island, Inc. is responsible for all monies collected, earned, and spent in the name of Girl Scouting. Troop leaders are responsible to the Council Treasurer for proper handling of all Girl Scout funds.

As stated in 4.8 of the Girl Scouts of Rhode Island policies, each troop must make a complete report of troop income, expense and balance in June, at the close of the troop portion of the program year.

At this time we are asking you to report briefly on monies handled in your troop for the period beginning October 1, 2011 and ending September 30, 2012* on the report on the reverse side.

Please Note: *We encourage troops to keep monies in their troop accounts over the summer to support summer contact, bridging programs and to help with fall activities.

We hope you've had a good year in Girl Scouting. We appreciate your attention to this report and your cooperation in returning it promptly.

Maureen C. Sawyer
Council Treasurer

ANNUAL TROOP FINANCE REPORT
October 1, 2011-September 30, 2012

Service Unit _____ Troop # _____ Age level _____ No. of girls _____

(A) Does the troop have any unpaid bills?..... Yes ___ No ___

If "yes", what amount? _____ For what? _____

Are funds on hand for this, and will bill be paid?..... Yes ___ No ___

(B) Troop funds are deposited in a savings/checking ___Yes ___No

Bank name: _____

Account # _____ in the name of GSRI Troop # _____.

The passbook/checkbook is in the possession of _____

Authorized individuals listed for withdrawal purposes:

Name Address

Name Address

(C) If you don't have a bank account why not? _____

YOU CAN ATTACH A SPREADSHEET IF YOU USE ONE

- (D) **Troop Income** (do not include National Membership Dues or Family Partnership.)
 - Balance on hand at beginning of year.....\$ _____
 - Total troop dues.....\$ _____
(Dues collected weekly___ semi-monthly___ monthly___)
 - Fall Council Product Sale proceeds..... \$ _____
 - Cookie Sale Proceeds..... \$ _____
 - Troop Fundraisers.....\$ _____
 - Donations (list source).....\$ _____

Total Troop Income \$ _____

ATTACH YOUR BANK STATEMENT TO THIS REPORT FOR THIS REPORTING PERIOD

(E) **Troop Expenses**

- 1. Equipment (books, flags, etc.).....\$ _____
- 2. Materials/supplies (glue, construction paper, refreshments, etc.).....\$ _____
- 3. Pins/badges/patches.....\$ _____
- 4. Outdoor Day/Troop Camping.....\$ _____
- 5. Service Projects:
 - 5.1 Donation to Council Service Project.....\$ _____
 - 5.2 Juliette Low World Friendship Fund.....\$ _____
 - 5.3 Other _____.....\$ _____
- 6. Trips.....\$ _____
- 7. Program events:list _____ \$ _____

- 8. Other expenses:.....\$ _____

Total Troop Expense \$ _____

- (F) Balance on hand as of June 30, 2012 (Income minus expenses = balance).....\$ _____
- (G) Summer activity expense.....\$ _____
- (H) Balance to start new troop/group program year\$ _____

Troop Leader's Signature _____

Date: _____