

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

2012-2013 Troop Finance Report  
DUE: By June 30, 2013

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, 2012 and ending September 30, 2013\* 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, 2012-September 30, 2013

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 fees 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, 2013 (Income minus expenses = balance).....\$ \_\_\_\_\_
- (G) Summer activity expense.....\$ \_\_\_\_\_
- (H) Balance to start new troop/group program year .....\$ \_\_\_\_\_

Troop Leader's Signature \_\_\_\_\_ Date: \_\_\_\_\_