

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

2010-2011 Troop Finance Report  
DUE: June 30, 2011

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 September 1, 2010 and ending June 30, 2011 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**  
September 2010 – June 30, 2011

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 of \$ \_\_\_\_\_ are deposited in a savings/checking

Bank name: \_\_\_\_\_

Account # \_\_\_\_\_ in the name of GSRI Troop # \_\_\_\_\_.

Authorized individuals listed for withdrawal purposes:

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

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

\_\_\_\_\_

(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 Proceeds.....	\$ _____
Cookie Sale Proceeds.....	\$ _____
Troop Fundraisers.....	\$ _____
Donations (list source).....	\$ _____
	\$ _____
<b>Total Troop Income</b>	<b>\$ _____</b>

(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:.....	\$ _____
<b>Total Troop Expense</b>	<b>\$ _____</b>

(F) Balance on hand as June 30, 2011 (Income minus expenses = balance)..... \$ \_\_\_\_\_

(G) If balance is in excess of \$100.00, what are troop plans for this money?

\_\_\_\_\_

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

Girl Troop Treasurer's Signature \_\_\_\_\_ (if in place)