

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

2008 - 2009 Troop Finance Report
DUE: May Leader Meeting or
By June 15, 2009

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, 2008 and ending May 31, 2009 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.

Barbara S. Williams
Council Treasurer

ANNUAL TROOP FINANCE REPORT
September 2008 - May 2009

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

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

Bank name: _____

The passbook/checkbook is in the possession of _____

Authorized individuals listed for withdrawal purposes:

Name Address

Name Address

(C) If troop funds are not in a savings/checking account, where are they kept? _____

(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___)

"Be A Reader" Fall Council Product Sale Profit..... \$ _____

Cookie Sale Profit..... \$ _____

Troop Fundraisers..... \$ _____

Donations (list source).....\$ _____

*Other Income..... \$ _____

Total Troop Income \$ _____

*Please explain other income _____

(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 May 31, 2009 (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)