Girl Scouts®

DETAILED CASH RECORD OF TROOP/GROUP AND ANNUAL REPORT OF THE TROOP/GROUP TREASURER

(Submit at year-end only)

The cash record is kept by the treasurer, and is a detailed account of all the cash received or paid out of troop/group treasury, such as payment of weekly dues, purchases of equipment, sale of tickets, payment of transportation, and payment of membership dues.

Troop/Group Number	**Detailed Cash Record**	**Year**

Date	Item	Income	Expenses	Amount of Cash on Hand
	Balance from Previous Year	XXXX	XXXX	

(over)

Troop/Group Number	**Detailed Cash Record**	**Year**

Date	Item	Income	Expenses	Amount of Cash on Hand

	TOTALS			

Signature of Treasurer	Date	Date Approved by Troop/Group

IMPORTANT
Troop/group funds should be banked in the name of the troop/group and the council. Two adults should be given authority to draw against the account. These will usually be the troop leader, assistant leader, group coordinator, or other registered adult of the troop/group. This suggestion made in order to give access to the funds in case the troop leader or group coordinator is called away or unable to sign checks. This record, or copy of it should be forwarded as the leadership of the troop/group changes; from one treasurer to another as the office changes.
“Cash on hand” includes bank balances as well as bills and coins.

Girl Scouts of the U.S.A.
Cat. No. 21-266-100
Program 7/86

If your troop received contributions (i.e. monetary gift, supplies, materials or other property for which no service or reimbursement is made) during the year please complete this form and attach it to your Troop Year-End Financial Report Form

Date	Donor	Description of Contribution	Value
		Total value of contributions received:	

Enter the total on line 13 of your income report.