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 the group/troop treasury, such as payment of weekly dues, purchase 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	xxxxx	xxxxx	

Troop/Group Number	Detailed Cash Record (cont.)	

Date	Item	Income	Expenses	Amount of Cash on Hand

Annual Report of the Troop/Group Treasurer

(Submit at Year End Only)

	TOTAL	Income	Expenses	Cash

Signature of Group Treasurer	Date	Date Approved by Group/Troop
Signature of Service Unit Manager, or SU Finance Manager	Date	

Important. Troop/group funds are required to be banked in the name of Swift Water Council and the group number. 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 is 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 a copy of it, should be forwarded as the leadership of the troop/group changes; from one treasurer to another as the office changes.

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