girl scouts of historic georgia

Due to GSHG by June 15th

Detailed Cash Record of Troop_____/Service Area_____

Reporting Period: June 1, _____, to May 31, _____

Bank:_____

Account Number:_____

Routing Number:_____

Account Signers

1._____ (card holder)

2._____ (statements)

3._____ (optional signer)

4._____ (optional signer)

Our troop uses an electronic payment account ☐Yes ☐No

List type & owner _____

Information and Instructions

The Detailed Cash Record is kept by the Troop/Group/SA treasurer and is a detailed account of all the cash/checks received or paid out of the Troop/Group/SA treasury. This includes such items as dues, registration fees, purchase of equipment and supplies, food/beverage costs, council product sales income and payment (fall product and cookie), trip/activity fees, money earning activities and donations. All monies must be deposited into checking account. Troop/Group/SA retains all receipts and are available on request. See Volunteer Essentials Chapter 5 "Managing Group Finances" for GSHG Policy & Procedures.

On June 15 you must submit this record, all receipts, and the March and October bank statements to GSHG.

You may submit the ledger provided on the following pages to track your Troop/Group/SA monies, or you may submit a spreadsheet with this cover sheet and all related receipts. The person responsible for submitting the Detailed Cash Record must sign below before submitting the Detailed Cash Record to attest that all information is true and accurate.

_____ (Name)

_____ (Date)

Office Use Only

All Receipts Included ☐Yes ☐No

Notes

Date Received:_____ Date Approved:_____

Membership Representative:_____

Check/Debit Transaction number	**Date**	**Paid to / Received from** (with detailed description of transaction or items purchased and you may use more than one line to explain)	**Income**	**Expenses**	**Balance Amount (cash on hand and in bank account)**
		Balance from previous reporting period:			

Check/Debit Transaction number	**Date**	**Paid to / Received from** (with detailed description of transaction or items purchased and you may use more than one line to explain)	**Income**	**Expenses**	**Balance Amount (cash on hand and in bank account)**
		Balance from previous page:			