girl scouts of historic georgia

Detailed Cash Record of Troop/Group/SU
Troop/Group# SU Name
Report period: From To

This report covers June 1 to May 31. Complete and submit by June 15, including all receipts.

Use a separate sheet for each account.

Name of Bank: Account #:

Phone #: Address:

Names on the Account: 1.

2.

The Detailed Cash Record is kept by the Troop/Group/SU treasurer and is a detailed account of ***all*** the cash/checks received or paid out of the Troop/Group/SU 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/SU retains all receipts and are available on request.
See Volunteer Essentials Chapter 5 "Managing Group Finances" for GSHG Policy & Procedures.

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 report period:	**XXXXX**	**XXXXX**	

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:	XXXXX	XXXXX	

Signature of Troop/Group/SU Treasurer:

Date:

Date approved by Troop/Group/SU:

All Troop/Group/SU accounts must be opened at designated, approved bank by Bank Authorization from Membership Representative. All accounts must have a least 2 and up to 4 unrelated signers on the account. One signee holds check book/debit card and another signee receives bank statement.

This Detailed Cash Record, or a copy of it, is to be transferred from one Troop/Group/SU leader/coordinator to another as the leadership of the Troop/Group/SU changes, or from one Troop/Group/SU treasurer to another as the office changes.

Keep the original form with the Troop/Group/SU records along with all receipts.
Give one copy to your SUM or Service Unit Treasurer and one to your Membership Representative.