Girl Scouts of the San Antonio Area

Girl Scouts

Detailed Cash Record of Troop # _____

Report Period: From_____ To _____

Complete and submit along with the Troop Financial Management Report and a copy of all receipts.

Name of Bank_____ Acct#_____

Phone # _____ Address_____

The Detailed Cash Record is kept by the troop treasurer and is a detailed account of ***all*** the cash/checks received or paid out of the troop treasury. This includes such items as weekly dues, purchase of equipment and supplies, registration fees, food/beverage costs, council product sales income, calendar sale income, and donations.

Date	**Item** (Detailed description of transaction or items purchased)	**Income**	**Expenses**	**Balance Amount** (cash on hand or in bank account)
	Balance from previous report period:			

Date	Item (Detailed description of transaction or items purchased)	Income	Expenses	Balance Amount (cash on hand or in bank account)
	Balance from previous page:			

Signature of Troop Treasurer _____ Date _____ Date approved by troop _____

- ➜ All troop accounts should be designated as follows: Girl Scouts of the San Antonio Area, Troop #_____. Each account must have a minimum of three authorized signers: two affiliated with the troop, the third either the Service Unit Director, Service Unit Treasurer, or Membership Development Executive. This is necessary to ensure that troop funds can be accessed in case the authorized persons from the troop become unavailable. The MDE will only be on the account if there is no service unit director or treasurer.

- ➜ This Detailed Cash Record, or a copy of it, is to be transferred from one leader to another as the leadership of the troop changes, or from one troop treasurer to another as the office changes.

- ➜ **Keep the original form with the troop records. Give one copy to your SUD or troop treasurer and one to your Membership Development Executive (MDE).**

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