Girl Scouts of the Sierra Nevada

Detailed Cash Report

(Detailed Cash Record of Troop/Group & 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, purchase of equipment, sale of tickets, payment of transportation, and payment of membership dues. The information on the Detailed Cash Record should be used to complete the Year End Financial Report.

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

Annual Report of the Troop/Group Treasurer
(Submit at Year End Only)

	Totals			

Signature of Treasurer	Date	Date Approved by Troop/Group

Important

Troop/group funds should be kept in a bank account in the name of the troop/group and the council. Two or more registered 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 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.

"Cash on Hand" includes bank balances as well as bills and coins.