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 troop/group treasury, such as payments of weekly dues, purchases of equipment, sales 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	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

Troop/Group funds must be banked in the name of the *Girl Scout Council of Vermont, Troop #* ___ . One Council representative (Field Director, Membership Director or CEO) **and** two Troop/Group representatives (leader/assistant leader/group coordinator and/or other registered adult of the troop/group) must be given authority to draw against the account. This gives access to the funds in case the leader is called away or unable to sign checks. This record, or a copy of it, is to be forwarded as the leadership of the troop/group changes; from one treasurer to another as the office changes. If the troop/group is disbanding, a check for all funds is forwarded with this report to the council, where the funds are held for the troop.

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