Girl Scouts of Peninsula Waters, Inc.

05/07

DETAILED CASH RECORD

Information from this form will be needed to complete the Annual Troop Report, due June 30.

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, council sales, payment of transportation, and payment of membership, etc.

Date	Item	Income				Expenses							Balance
		Fall Sale	Cookies	Dues	Other	Awards	Camp	Supplies	JGLFund	Service	Trips	Other	
	TOTALS												

Signature of treasurer date

date approved by troop

IMPORTANT

Troop/group funds should be banked in the name of the council and the troop/group. There must be three signatatories on accounts who are not of the same family or household and one must be a member of the service team or a Girl Scouts of Peninsula Waters executive