Service Unit_____

GIRL SCOUTS OF RIVER BLUFFS COUNCIL

ANNUAL REPORT OF DETAILED CASH RECORD OF TROOP OR SERVICE UNIT

Troops – Submit in duplicate in **MAY** and/or as requested to your Service Unit Manager.
Service Units – Submit in duplicate in May to your Membership Development Manager.

SUBMIT A DEPOSIT SLIP AND COPY OF LAST BANK STATEMENT WITH THIS REPORT.

The Cash Record is kept by the treasurer and is a detailed account of all the cash received or paid out of troop treasury, such as payment of weekly dues, purchase of equipment, and payment of transportation.

TROOP LEVEL:	**DETAILED CASH RECORD**			
Troop #:	**and/or Service Unit#:**		**Year:**	
DATE	**ITEM**	**EXPENSES**	**INCOME**	**AMOUNT OF CASH ON HAND**
BEGINNING BALANCE				

OVER

DATE	ITEM	EXPENSES	INCOME	AMOUNT OF CASH ON HAND

ANNUAL REPORT OF THE TREASURER/SERVICE UNIT TREASURER
(Submit at Year End Only)

	TOTALS			

If a year end total balance of a troop account exceeds $200 or a Service Unit account exceeds $500, please give a detailed explanation of how the funds will be used._____

_____

_____

_____

SIGNATURE OF TREASURER	SIGNATURE OF LEADER OR SERVICE UNIT MANAGER	DATE	DATE APPROVED BY TRP/SERVU

Name and location of Bank_____

Account Number_____

Names of Check Signers_____

Troop funds should be banked in the name of the troop and the council. Two adults should be given authority to draw against the account. These will usually be the leader, assistant leader, or troop committee chairperson. This suggestion is made in order to give access to the troop funds in case the leader is called away or unable to sign checks. A third signer, the Service Unit Manager or her designee, is required on the account. This record, or a copy of it, should be transferred from one leader to another as the leadership of troop changes from one treasurer to another as the office changes.

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