



Girl Scouts of Central Maryland
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MONEY-EARNING RECONCILIATION FORM

(To be used in connection with any approved additional money-earning by Travelers, Mariners & Trailblazers)

Financial Report Form

Event Name _____ Date of Event _____

Person responsible for event:

Name:		Phone:	
Address:		SU:	TACU
		Troop:	

Event Information:

Girls Registered:	#	Fee per girl:	\$	Total Income:	\$
Adults Registered:	#	Fee per Adult:	\$	Less Total Expenses	-\$
Total Registered:	#	Total Income:	\$	Net Income:	\$

Please return to: *GSCM via membercare@gscm.org*

DETAILED CASH RECORD OF INCOME AND EXPENSES

The cash record is kept by the treasurer. It is a detailed account of all the cash received (cost per girl/adult to attend) or cash paid out for a specific event, such as supplies purchased, payment for transportation, cost of patches and other expenses.

IMPORTANT:

All funds for events must be deposited in the Traveler (council-appointed travel troops and traveling traditional troops ONLY), Mariner or Trailblazer Troop bank account. All funds for events organized to support travel through the council-sponsored travel group or Destinations, must be deposited into the Trefoil Adventure Committee Unit Account. Event funds should be banked in accord with GSCM banking guidelines. This record, or a copy of it, should be forwarded to the GSCM appointed Travel Advisor for her/his records. This record will be used by the related Treasurer to complete the end of year financial information report that is forwarded on to the council CFO.

Event Name: _____ Date of Event: ____/____/____

