Girl Scouts Central Maryland
4806 Seton Drive
Baltimore, MD 21215-3247
T 410 358.9711, 800 492.2521
F 410 358.9918
www.gscm.org

DETAILED CASH RECORD OF TROOP/GROUP

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.

TROOP/GROUP NUMBER	DETAILED CASH RECORD	YEAR

DATE	ITEM	INCOME	EXPENSES	AMOUNT OF CASH ON HAND
	BALANCE FROM PREVIOUS YEAR	XXXX	XXXX	
Balance Carried Forward				

TROOP/GROUP NUMBER	DETAILED CASH RECORD	YEAR

DATE	ITEM	INCOME	EXPENSES	AMOUNT OF CASH ON HAND
	BALANCE FROM PREVIOUS PAGE			

	TOTALS			
Signature of Treasurer		Date	Date Approved by Troop/Group	

IMPORTANT

Troop/Group funds should be banked in the name of the troop/group and the council. Three adults should be given authority to draw against the account. These will usually be the membership specialist, troop leader, and/or assistant leader, group coordinator, or other registered adult of the troop/group. This suggestion made in order to give access to the funds in case the troop leader or group coordinator is called away or unable to signs checks. This record, or a copy of it, should be forwarded as the leadership of the troop changes; from one treasurer to another as the office changes.

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

02-266
11/09