



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](mailto: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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DETAILED CASH RECORD**

<b>DATE</b> Received or paid out	<b>ITEM</b> Income: Troop/Group # & # of participants; donations  Expenses: List by type - supplies, food, transportation, rental of facility, patches etc.	<b>INCOME -</b> Cost pp X # participants. other income/donations	<b>EXPENSES -</b> Cash receipts or copies of cancelled checks must be provided for reimbursement.	<b>AMOUNT OF                      CASH ON HAND -                      Amount in Budget for                      this event</b>
<b>TOTALS</b>				

\_\_\_\_\_  
Signature of Event Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Troop/Group Treasurer

\_\_\_\_\_  
Date