



## SPECIAL EVENT AND MONEY-EARNING RECONCILIATION FORM

(To be used in connection with approved additional money-earning)

### Financial Report Form

Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_

**Person responsible for event:**

Name:		Phone:	
Address:		SU:	
		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 money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by Girl Scouts of Central Maryland. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the council and shall not be sold, given, transferred, or conveyed to a third party for less than fair market value. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within the council. Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded incentives and/or may earn credits from their Girl Scout product sales. Funds acquired through group money-earning projects must be reported and accounted for by the group, while following council procedures.

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