Detailed Cash Record for Troop/Groups

Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas

The cash record is kept by the treasurer, and is a detailed account of all the the cash received or paid out of troop/group treasury, such as payment of weekly dues, purchase of equipment or supplies, payment for transportation, and payment of membership dues.

Troop/Group #		Detailed Cash Record for Year		
Date	Item	Income	Expenses	Amount of Cash on Hand
	Balance from previous year	xxx	xxx	

Troop/Group #		Detailed Cash Record for Year		
Date	Item	Income	Expenses	Amount of Cash on Hand
	Totals			

_____ _____ _____

Signature of Treasurer | Date | Date Approved by Troop/Group

Important

"Cash on hand" includes bank balances as well as bills and coins. This report should be passed on from one treasurer to another and reviewed with parents on a monthly basis or as requested.