Girl Scout Council of the Florida Panhandle, Inc.

Tallahassee Service Center ♦ 250 Pinewood Drive ♦ Tallahassee, FL 32303-4838

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Detailed Troop/Group Cash Record & Annual Report of the Treasurer

This 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	XXXXX	XXXXX	

Detailed Troop/Group Cash Record & Annual Report of the Treasurer

Troop/Group Number _____		Detailed Cash Record		Year _____
Date	**Item**	**Income**	**Expenses**	**Amount of Cash on Hand**
	Balance from Previous Year	XXXXX	XXXXX	

Annual Report of the Troop/Group Treasurer
(Submit at Year End Only)

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. Two adults should be given authority to draw against the account. These will usually be the troop leader, assistant leader, group coordinator, or other registered adult of the troop/group. This suggestion is made in order to give access to the funds in case the troop leader or group coordinator is called away or unable to sign checks.

This record, or a copy of it, should be forwarded as the leadership of the troop/group changes; from one treasurer to another as the office changes.

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