Girl Scouts of Western Washington

Detailed Cash Record of Troop # _____

The cash record is kept by the treasurer and is a detailed account of all the cash received or paid out of troop treasury. All the categories here will be used to fill out the Annual Troop Finance Report. Please share this information with parents as requested. Girls can also be involved in keeping this record, if age appropriate, but the ultimate responsibility for bank records rests with the adults.

YEAR			INCOME								EXPENSES					BALANCE
Date	Check #	Payee / item	Dues collected	Product sales	GSUSA member-ship dues	Cookies	Troop Money Earning	*Financial Assistance	Event fees paid by parents	Other Income	Troop supplies	Activities, field trips, camping	Pins, badges, patches	GSUSA member-ship dues	Other expenses	
10/1/07	1223	Safeway scissors														
TOTALS																

*Financial assistance funds are received from GSWW to support troop dues and troop programs. This entry should not include GSUSA membership fees.

Ask the GSWW area manager serving your area about procedures for opening new bank accounts and making changes to bank accounts. Please read your *Volunteer Guide* or visit the GSWW website, www.girlscoutsww.org, for procedures and requirements for troop bank accounts. This record or a copy of it should be transferred from one leader to another and to the area manager as the leadership of the troop changes.

Girl Scouts.