DETAILED CASH RECORD OF TROOP/GROUP AND ANNUAL REPORT OF THE TROOP/GROUP TREASURER

(SUBMIT AT YEAR END ONLY)

The 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	X X X X	X X X X	

Troop/Group Number:		Detailed Cash Record		Year:
Date	Item	Income	Expenses	Amount of Cash on Hand
	Balance from previous year	X X X X	X X X X	

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 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.