

## 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		DET	YEAR						
Date	Item		Income	Expenses	Amount of Cash on Hand				
	Balance of Previous Year		XXXXXX	XXXXXX					
_									

TROOP/GROUP NUMBER		DETAILED CASH RECORD			YEAR			
Date	Item		Income		Expenses	Amount of Cash on Hand		
	Balance of Previous Year		XXXXXX		XXXXXX			
Annual Report of the Troop/Group Treasurer (Submit at Year End ONLY)								
		TOTALS	,					
Treasurer Signature		Date		Date Approved b	y Troop/Group			

## **IMPORTANT**

Troop/Group funds should be banked in the name of the troop/group and the council. Two adult 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 of a copy of it should be forward as the leadership of the troop/group changes; from one treasurer to another as the office changes.

<sup>&</sup>quot;Cash on Hand" includes bank balances as bills and coins.