girl scouts of the colonial coast

# Detailed Cash Record

(Submit at year end with Financial Report)

Period Covered from _____ to _____ Troop/Group # _____ Service Unit # _____

Lead Volunteer Name _____ Treasurer Name _____

**Record a check mark on all deposits that cleared the bank statement. Record any outstanding items on the bottom.**

**INCOME (+)**

| | | | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Date | Description | Beginning Balance from Last Year | Interest on Bank Account | GSUSA Membership Dues | Troop or Service Unit Dues Collected | Fall Product Proceeds (Troops Only) | Cookie Program Proceeds | Troop Money-Earning Project Proceeds | Donations/ Sponsorships | Other Income | TOTAL INCOME (add columns 1 through 8) |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | | | | | | | | | | | $ |
| | COLUMN TOTALS | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| | | (1) | | (2) | (3) | (4) | (5) | (6) | (7) | (8) | |
| | | | | | | | | | | TOTAL INCOME | $ |
| | | | | | | | | | | Outstanding Deposits (not cleared on bank statement) | $ |

girl scouts of the colonial coast

# Detailed Cash Record

(Submit at year end with Financial Report)

**Record a check mark on all checks that cleared the bank statement. Record any outstanding items on the bottom.**

**EXPENSES (-)**

| | | | (9) | (10) | (11) | (12) | | (13) | (14) | (15) | (16) | (17) | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date | Payee/Description | Check # | Bank Service Charges (+ or -) | GSUSA Membership Dues/ Assistance | Community Service Projects | Fall Product Unsold (Troops Only) | Cookies Unsold (Troops Only) | Other Money Earning | Insignia (Badges, Patches, Awards) | Activity Supplies & Equipment | Trips/ Parties | Other Expenses | TOTAL EXPENSES (add columns 9 through 17) | BALANCE (income minus expenses) |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| | | | | | | | | | | | | | $ | $ |
| COLUMN TOTALS | | | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| | | | (9) | (10) | (11) | (12) | | (13) | (14) | (15) | (16) | (17) | | |
| | | | | | | | | | | | | | TOTAL EXPENSES | $ |
| | | | | | | | | | | | | | Outstanding Checks (not cleared on bank statement) | $ |