



# 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)
											\$
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COLUMN TOTALS		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
TOTAL INCOME										\$	
Outstanding Deposits (not cleared on bank statement)										\$	



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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)	TOTAL EXPENSES (add columns 9 through 17)	BALANCE (income minus expenses)
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		
													\$	\$
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<b>COLUMN TOTALS</b>			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
			(9)	(10)	(11)	(12)		(13)	(14)	(15)	(16)	(17)		
<b>TOTAL EXPENSES</b>													\$	
<b>Outstanding Checks (not cleared on bank statement)</b>													\$	