

## **DETAILED CASH RECORD OF TROOP**

(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.

roop/Group Number		Detailed Cash Record		Year	Year	
Date	Item  Balance from Previous Year		Income XXXX	Expenses	Amount of Cash on Hand	
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	A DESCRIPTION OF THE PROPERTY			
		the Troop/Group Treasurer at Year End Only)		
	TOTALS			
ature of Treasurer		Date	D. 1. 1.	roved 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.