Girl Scouts, San Diego-Imperial Council, Inc.

Detailed Cash Record for Service Units/Clusters

Service unit/cluster treasurers must keep accurate records of all monies received and spent, including receipts and copies of the service unit/cluster check book register and bank statements. You may use this form or devise a computer program as long as the same information is recorded. Registered adult volunteers and Girl Scout personnel have the right to see these records upon request and all service units/clusters are required to submit financial records by June each year. For assistance, contact your council membership staff.

Report prepared by _____ Position held in service unit/cluster_____ Date _____

Phone (_____)_____ Service unit/cluster _____ Number of troops_____

Balance from last report: $_____

Date	Detail of Income					Detail of Expenses									Account Activity		Bank Running Balance
	Encamp-ment	Disbanded Troops	Money-Earning Projects	Events	Other	Disbanded Troop	Office Supplies	Postage	Printing	Tele-phone	Recog-nitions	Refresh-ments	Events	Other	Check number	Payable to or deposit from	
Totals																	

Total Income		Total Expenses		Total Balance	

AC:CS::mbc

Distribution: white, volunteer support coordinator; yellow, originator

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