girl scouts of northern illinois

# DETAILED CASH RECORD OF TROOP/GROUP AND ANNUAL FINANCE REPORT

Please submit this form to your Service Unit Manager or Member Support Specialist
**no later than June 15** with bank statements for **Sept.**, **Nov.**, **Feb.**, and the **last available month**, along with all receipts.

The cash record is a detailed account of all the funds received or paid out of the troop treasury, such as payment of membership dues, troop weekly dues, patches, badges, recognitions, trips/events, product sale profits, financial assistance, camp, program supplies, donations, fundraising, purchase of food, etc.

Troop # _____ Service Unit Name _____ Level _____ Year _____

Bank Name _____ Branch_____

Address of Bank _____ Phone_____

ACH/Routing # ___ ___ ___ ___ ___ ___ ___ ___ ___ Account # _____

## *Names on the Troop Bank Account*

Two unrelated Girl Scout adults affiliated with the troop/group shall be authorized signers on the account, but only one signature shall be necessary to withdraw funds. **We understand this account is only for the purposes of Girl Scouts and is not to be used for personal use.** Furthermore, we understand that Girl Scouts of Northern Illinois, Inc. will have access to all records pertaining to this account and authority to close this account when in the best interest of the troop or council. Pertaining to ACH debits and credits, we hereby authorize **Girl Scouts of Northern Illinois, Inc.**, to initiate debit and credit entries and, if necessary, correction and adjustment entries to troop account at the financial institution listed.

By signing below, we agree to these terms & verify that we are registered Girl Scouts and authorized signers on the account listed above

Signature X _____ Signature X _____

Print Name _____ Print Name _____

Phone # _____ Phone # _____

| Date | Itemized Transaction | Income | Expenses | Cash on Hand | Total Funds* |
|---|---|---|---|---|---|
| | Balance from Previous Year | XXXX | XXXXX | | |
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| | **Totals** (Includes Cash on Hand and Total Funds.) | | | | |

**If there is a balance, what plans have been made to use the money?** _____

If you have cash on hand, where is money being kept? (Name/Address/Phone) _____

**Will the troop continue next membership year? Yes ☐ No ☐ If not, please complete the Disbanded Troop Report along with this form.**

**IMPORTANT**

- Overall accuracy of troop/group finances should be discussed on a regular basis with the entire troop. All questions and concerns should be addressed immediately with the troop leadership team. Finance Report should be made available to parents.
- For questions pertaining to troop/group finances, bank accounts, or disbanding refer to Volunteer Essentials or contact your Service Unit Manager. In the absence of a Service Unit Manager, contact your Member Support Specialist.

If more space is needed, please make a copy of Page 1 or use additional paper and enclose. A copy of the check register or an Excel file or other software document can also be substituted for the itemized transaction section of this form.

| Date Received: | Date Reviewed: | Sept. | Nov. | Date Approved by Member Support Specialist: | Member Support Specialist Initials: |
|---|---|---|---|---|---|
| | | Feb. | last | | |