



DATE	ITEM	EXPENSES	INCOME	BALANCE
<b>TOTALS</b>				

If the total balance of a troop account exceeds \$200, please give a detailed explanation of how the funds will be used for girl related activities. \_\_\_\_\_

<b>SIGNATURE OF PREPARER OR TROOP TREASURER</b>	<b>SIGNATURE OF LEADER</b>	<b>DATE</b>
<b>NAME OF BANK</b>	<b>BANK ADDRESS</b>	<b>ACCOUNT NUMBER</b>

NAME ON CHECKING ACCOUNT
1.
2.
3.

Please note that this record, or a copy of this record, should be transferred from one leader to another as the leadership of troop changes. If your troop is disbanding and there are unused funds, forward a check with the remaining balance to the Girl Scouts of Southern Illinois to be used for Financial Assistance. Work with your Service Unit Treasurer to change signers or close your account.

### TROOP CASH REPORT

“Cash on Hand” includes any money that is not in your Troop checking account. Your Troop Representative will fill out the table below only if the financial report has cash entries or cash was used on a purchase (ex: Visa Gift Card Purchases for trips). You will need to submit receipts with this report for any cash purchase.

DATE	ITEM	EXPENSES	INCOME	CASH ON HAND
<b>TOTALS</b>				