TROOP / GROUP FINANCIAL RECORD

(Submit at end of year interview)

Troop/group leaders must keep all receipts with a copy of the troop/group financial record for a period of one (1) year. Troop/Group Financial Records are an on-going, continual accounting of finances and must reflect any and all financial transactions of troop/group funds. Detailed notation of expense and income must be made under the "item" column for every troop/group money transaction. Expense and income items should be listed individually and not grouped together into single entry. **Keep receipt for all expenses.**

Region	Service Unit	Troop / Group #	Level	Membership Year	Page ____ Of ______

DATE	ITEM	INCOME	EXPENSES	CURRENT BALANCE
	Balance from Previous Record	XXXXXXXX	XXXXXXXX	

DATE	ITEM	INCOME	EXPENSES	CURRENT BALANCE

Bank Institution: _____ Account Number: _____
Statement Mailing Name: _____
Address/ City/ State/Zip _____

I hereby acknowledge that my signature on this record indicates that I agree this is an accurate record of all troop fund transactions and that receipts have been/can be provided to verify all expenses listed.

Signers must be adults, 18 years or older

Leader _____ Date _____
Leader _____ Date _____
Troop Treasurer _____ Date _____

IMPORTANT — ALL TROOPS ARE REQUIRED TO HAVE BANK A ACCOUNT:

The bank account must be opened when the troop/group treasury reaches $30.00.
See your Service Unit Manager or Membership Manager for authorization in opening a bank account.
A troop/group bank account must be opened in the name of "Girl Scouts of the Desert Southwest" troop #_____, having three non-related signatures and two signatures required to negotiate checks
For policy and procedures relating to "Troop/Group Bank Accounts" and "Troop/Group Financial Record" see your Volunteer Essentials.
When the bank account is mismanaged and fees are accumulated, it is the responsibility of the volunteer(s) managing the account to pay any such fees assessed by the bank.

KEEP YOUR TROOP FINANCIAL RECORDS/RECEIPTS FOR 12 MONTHS!