



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.

County	Service Unit	Troop/Group #	Level	Membership Year	Page ____ of ____
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[illegible]

[illegible]

[illegible]

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.

*****Must Have Both Signatures*****

Leader Print: _____

Leader Signature: _____ Date _____

Co-Leader or Troop Treasurer Print: _____

Co-Leader or Troop Treasurer Signature: _____ Date _____

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

- The bank account must be opened when the troop/group treasury reaches \$30.00.
- See your Service Unit Treasurer or Membership Manager for details 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 at least two non-related signatures.
- For policy and procedures relating to “Troop/Group Bank Accounts” and “Troop/Group Financial Record” see your Volunteer Essentials and GSDSW Volunteer Policies, both at www.gsdsww.org.

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!