

Girl Scouts San Diego  
**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 so 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	Phone	Recognitio ns	Refresh- ments	Events	Other	Check number	Payable to or deposit from		
<b>Totals</b>																		
	<b>Total Income</b>					<b>Total Expenses</b>					<b>Total Balance</b>							