girl scouts of the chesapeake bay

Summary of Troop Detailed Cash Record

Service Unit _____ Service Unit Manager _____ Date _____

This report is completed by the Service Unit Auditor. The Auditor maintains a copy and sends a copy to the GSCB Chief Financial Officer.

Please list all Troops and explain if there are missing reports. Audits may be completed anytime during the year, but it is required that they are completed and returned to the Newark Resource Center by June 30. See flip side for more chart space.

Keep Troop Detailed Cash Records in the Service Unit

Troop Number	Grade Level	Balance Prior Year	Income	Expenses	Balance To Date	Name of Bank	Checking Account Number

Signed _____ Day phone _____ Cell phone _____ Email _____

Service Unit Auditor

Return to GSCB, Attn: CFO, 501 S. College Ave., Newark, DE 19713 - by June 30

United Way

Troop Number	Grade Level	Balance Prior Year	Income	Expenses	Balance To Date	Name of Bank	Checking Account Number