Girl Scouts of Oregon and Southwest Washington

DETAILED BANK ACCOUNT ACTIVITY RECORD

This form is also available electronically using MS Excel.

This record is kept by the troop/service unit treasurer and is a detailed account of all the income and expense activity of the troop/group/service unit treasury, such as payment of weekly dues, purchases of equipment, payment of transportation and payment of membership dues. NOTE: Retain all receipts and all bank statements, to be available upon request by the council.

Troop/group/service unit # _____ Period covered _____, 20___ through _____, 20____

Date	Description	Income	Expenses	Paid to	Check #	Date cleared	Balance
	Balance from Previous Year		*XXXX*	*XXXX*			

Troop/group/service unit # _____ Period covered _____, 20___ through _____, 20____

Date	Description	Income	Expenses	Paid to	Check #	Date cleared	Balance
	Balance from Previous Year		*XXXX*	*XXXX*			
Totals							

Signature of troop/group/SU treasurer Date	Signature of troop leader/SU manager	Date approved by troop/group/SU