



girl scouts  
of texas oklahoma plains  
**TROOP MONEY RECORD**  
(INSTRUCTIONS ON BACK)

Girl Scout Region: \_\_\_\_\_

Service Unit: \_\_\_\_\_

Troop # \_\_\_\_\_

Year: 20\_\_\_\_ - 20\_\_\_\_

Prepared by: \_\_\_\_\_

			INCOME								EXPENSES							
(1) Date	(2) Explanation	(3) Ck #/ Cash	(4) Member ship Dues	(5) Troop Dues	(6) Activity /Event Fee	(7) Cookie Sale	(8) Fall Product Sale	(9) Other Money Earning Project Profits	(10) Donations	(11) Other	(12) Member ship Dues	(13) Activities	(14) Trips	(15) Recog Award Patch	(16) Supplies	(17) Donations	(18) Other	(19) Balance
(20) TOTALS																		

1. Date of transaction.
2. Description of transaction, or payee of check.
3. Check number, or indicate "cash."
4. Membership Dues: Any money collected for national membership dues.
5. Troop Dues: Weekly, monthly, or annual troop dues collected from troop members.
6. Activity/Event Fees:
7. Cookie sale troop profit.
8. Fall Product sale troop profit.
9. Other Money Earning Project Profits
10. Donations: Any money received from sponsor.
11. Other: Any income not listed in the other columns.
12. Membership Dues: National membership for individuals paid by troop.
13. Activities: Any expenses for troop activities.
14. Trips:
15. Recognitions/Award/Patches:
16. Supplies: Any expenses for troop equipment.
17. Donations:
18. Other: Any expenses not listed in other columns.
19. Use this column to show the balance in the treasury after the transaction is recorded.
20. Add items in the column and enter totals. Transfer totals directly to the Annual Troop Financial Report each year when due.