



Check/Debit Transaction number	Date	Paid to / Received from (with detailed description of transaction or items purchased and you may use more than one line to explain)	Income	Expenses	Balance Amount (cash on hand and in bank account)
		<b>Balance from previous page:</b>	XXXXX	XXXXX	

Signature of Troop/Group/SU Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Date approved by Troop/Group/SU: \_\_\_\_\_

All Troop/Group/SU accounts must be opened at designated, approved bank by Bank Authorization from Membership Representative. All accounts must have a least 2 and up to 4 unrelated signers on the account. One signee holds check book/debit card and another signee receives bank statement.

This Detailed Cash Record, or a copy of it, is to be transferred from one Troop/Group/SU leader/coordinator to another as the leadership of the Troop/Group/SU changes, or from one Troop/Group/SU treasurer to another as the office changes.

**Keep the original form with the Troop/Group/SU records along with all receipts.**  
**Give one copy to your SUM or Service Unit Treasurer and one to your Membership Representative.**