



Income/Expense Record

Instructions

1. These categories correspond with those listed on the Annual Troop/Group Financial Report. Use this to simplify documentation of income and expenses. Financial record keeping forms for each product sale will provide detailed documentation and summarized information may be used here.
2. Total columns at year end and transfer totals to Annual Troop/Group Financial Report. This form used with the Detailed Cash Record will provide a simple accounting system for troop funds.

Income

Date	GSUSA Mem. Fees	Troop Dues	Other Money Collected	Cookie Sale Income*	Fall Product Sale Income**	Troop Money Earning	Donations Received	JLWFF***	Other
Page Total									

*Summarize from cookie sale form T1
 **Summarize from Fall Product Sales Troop/Group Report form
 ***Juliette Low World Friendship Fund

(over for expense record)

