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DETAILED CASH RECORD OF SERVICE UNIT EVENTS - INCOME AND EXPENSES

The cash record is kept by the event chair/treasurer. It is a detailed account of all the cash received (cost per girl/adult to attend) or paid out for a specific event, such as supplies purchased, payment for transportation, cost of patches and other expenses.

Event Name: _____	**DETAILED CASH RECORD**	**YEAR:_____**

DATE Received or paid out	**ITEM** Income: Troop/Group # & # of participants Expenses: List by type - supplies, food, transportation, rental of facility, patches etc.	**INCOME - $** Cost pp X # participants; other income/donations	**EXPENSES - $** Cash receipts or copies of cancelled checks must be provided to the SU Treasurer.	**AMOUNT OF CASH ON HAND - $**
	Amount in SU Budget for this event	**********	**********	