



Girl Scouts of the Chesapeake Bay Council, Inc.

Summary of Troop DCR

Service Unit \_\_\_\_\_ Service Unit Manager \_\_\_\_\_ Date \_\_\_\_\_

This report is completed by the Service Unit Auditor. The Auditor maintains a copy and sends a copy to the Council CFO.

Please list all Troops and explain if there are missing reports.

Audits may be completed anytime during the year, but it is required that they are completed May 1 and December 1.

Keep Troop Detailed Cash Records in the Service Unit

Table with 8 columns: Troop Number, Grade Level, Balance Prior Year, Income, Expenses, Balance To Date, Name of Bank, Checking Account Number. The table contains 12 empty rows for data entry.

Signed \_\_\_\_\_ Day phone \_\_\_\_\_ Cell phone \_\_\_\_\_
Service Unit Auditor

Return to CFO, 501 South College Avenue, Newark, DE 19713 - by June 30 and January 30

