

# Northern Lights Girl Scouts Program Expense Report

When you receive money from participants in any Northern Lights Girl Scouts program you are managing (Soc Hop, Singing Saturday, Sundae Funday, Powderpuff Derby, etc.) please fill out the information on the form below and include it with the money you turn in to be deposited. If you need to be reimbursed for expenses, please add the receipts to this form. This is a way to document what was taken in, what was spent, and it will help keep our records accurate.

If you need extra copies (if you are going to make more than one deposit to the treasurer) feel free to copy the format below or call or e-mail Wanda and she will send them to you.

Thank you.

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## PROGRAM INCOME/EXPENSE REPORT

Is this your final report? Yes\_\_\_ No\_\_\_  
Will there be additional deposits made? Yes\_\_\_ No\_\_\_

Name of Program\_\_\_\_\_

Date of Program \_\_\_\_\_

Beginning balance (from service unit funds): \$\_\_\_\_\_

Total income (from girls): \$\_\_\_\_\_

Total expenses: \$\_\_\_\_\_

\*TOTAL AMOUNT OF DEPOSIT TO WANDA: \$\_\_\_\_\_

Do you need to be reimbursed? Yes\_\_\_ No\_\_\_

If yes, how much? (Provide receipts) \$\_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address (if mailing is needed)\_\_\_\_\_

Your signature\_\_\_\_\_

Phone\_\_\_\_\_