



# DAY CAMP FINANCIAL REPORT

Complete this form within three weeks of completion of day camp. Please return to: Girl Scouts of Utah, Amber Kuecker, PO Box 57280, Salt Lake City, UT 84157-0280.

Day camp theme/name \_\_\_\_\_ Service unit \_\_\_\_\_

Dates \_\_\_\_\_ Total registered girls \_\_\_\_\_ Total registered adults \_\_\_\_\_

**Last year's balance** (if any) \$ \_\_\_\_\_

### Income

Registrations \$ \_\_\_\_\_

Other:

Financial assistance \$ \_\_\_\_\_

Donations/contributions \$ \_\_\_\_\_

**Total income** \$ \_\_\_\_\_

### Expenditures

Financial assistance \$ \_\_\_\_\_

Insurance fees \$ \_\_\_\_\_

Program supplies\* \$ \_\_\_\_\_

Housekeeping \$ \_\_\_\_\_

Medical supplies \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Director's expenses\* \$ \_\_\_\_\_

Business manager's expenses\* \$ \_\_\_\_\_

Miscellaneous\* \$ \_\_\_\_\_

**Less total expenditures** \$ \_\_\_\_\_

**Balance** \$ \_\_\_\_\_

\* Itemize in space provided on reverse side of page.

Please attach a list all in-kind donors, what they donated, (food, program supplies, etc.) and the value of their gifts:

Specify plans for using day camp funds balance. \_\_\_\_\_

## Day Camp Expenditure Breakdown

**Program supplies:**

T-shirts	\$ _____
patches	\$ _____
unit	\$ _____
central craft	\$ _____
general camp (office supplies, etc.)	\$ _____
other	\$ _____

**Director's expenses:**

_____	\$ _____
_____	\$ _____
_____	\$ _____

**Business manager's expenses:**

_____	\$ _____
_____	\$ _____

**Miscellaneous:**

_____	\$ _____
_____	\$ _____

Use receipts for all expenditures to complete this report. Keeps receipts on file in service unit.

Day Camp Director's signature \_\_\_\_\_

Business Manager's signature \_\_\_\_\_

\*\*\*\*\*

### Day Camp Bank Account Information

Bank name \_\_\_\_\_ Branch/Address \_\_\_\_\_

Account number\* \_\_\_\_\_ Account type:  Checking  Savings

Account balance \$ \_\_\_\_\_

Names on account authorized to withdraw funds (please print):

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**\*This should be a separate account specifically for your day camp.**