

# Northern Lights Girl Scouts

When you receive money from participants in the Northern Lights program you are managing, (Haunted House, Soc Hop, Singing Saturday, Day Camp, Sundae Funday, etc.) please fill out the information on the form below and include it with the money you give me to deposit. This is simply a way to document what was taken in, what was spent, and to keep the Service Unit records accurate.

If you need extra copies (if you're going to make more than one deposit to me) feel free to copy the form below or call or e-mail me and I'll send them to you. Phone number is 651-484-5560; e-mail is Carole48@comcast.net

Thanks very much.

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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: \$ \_\_\_\_\_

Total income: \$ \_\_\_\_\_

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

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

Do you need to be reimbursed?  yes  no

If yes, how much? \$ \_\_\_\_\_

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

**Your signature** \_\_\_\_\_ **Phone** \_\_\_\_\_

\*if applicable