



# Girl Scouts of Black Diamond Council Day Camp Finance & Balance Report

Please complete this form and mail to the Charleston Service Center no later than two weeks after Day Camp is completed.

Day Camp Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Service Unit: \_\_\_\_\_ Cluster: \_\_\_\_\_  
Name of Day Camp: \_\_\_\_\_ Dates of Day Camp: \_\_\_\_\_  
Location of Day Camp: \_\_\_\_\_  
City State Zip Code

### Income

Girls \_\_\_\_\_ (# of participants) X \$ \_\_\_\_\_ (event fee) = \$ \_\_\_\_\_  
Adults \_\_\_\_\_ (# of participants) X \$ \_\_\_\_\_ (event fee) = \$ \_\_\_\_\_  
Program Assistant \_\_\_\_\_ (# of participants) X \$ \_\_\_\_\_ (event fee) = \$ \_\_\_\_\_  
Non-Girl Scouts \_\_\_\_\_ (# of participants) X \$ \_\_\_\_\_ (event fee) = \$ \_\_\_\_\_  
Balance from Previous Year \_\_\_\_\_  
Other Income (Please list source) \_\_\_\_\_  
**Total Income =** \$ \_\_\_\_\_

### Expenses

Miscellaneous Expenses  
Insurance (\$\_\_\_\_per person X \_\_\_\_ people X \_\_\_\_ days) \$ \_\_\_\_\_  
Site Rental for Facility \$ \_\_\_\_\_  
Program Consultants/Activity Specialists \$ \_\_\_\_\_  
Meals/Snack \$ \_\_\_\_\_  
First Aid Supplies \$ \_\_\_\_\_  
Postage \$ \_\_\_\_\_  
Admission Fees (i.e. swimming, boating, horseback riding, etc.) \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_  
Program Supplies:  
Patches (if provided) \$ \_\_\_\_\_  
T-Shirts (if provided) \$ \_\_\_\_\_  
Supplies for Activities \$ \_\_\_\_\_  
**Total Expenses =** \$ \_\_\_\_\_  
**Amount Remaining After All Bills Are Paid =** \$ \_\_\_\_\_

Day camp funds are located in \_\_\_\_\_ Bank. The account number is \_\_\_\_\_.

### The names on the account are:

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Signature of Day Camp Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Day Camp Finance Person: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to Girl Scouts of Black Diamond Council, P.O. Box 507, Charleston, WV 25322; Phone: (304) 345-7722; Fax: (304) 345-6427.

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• **For Office Use Only:** •  
• Approval \_\_\_\_\_ •  
• Date: \_\_\_\_\_ •  
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