

# Troop Leader Checklist



## Submit by Oct. 1:

Sponsorship Agreement (submit to Council Registrar) ..... Page 89

Troop Bank Account Authorization Form (submit to Council) ..... Page 92

## Submit by Feb. 1:

\*First Finance Summary/Detailed Cash Report  
(submit to Council Representative) ..... Page 93

## Submit by June 30:

\*Second Finance Summary/Detailed Cash Report  
(submit to Council Representative) ..... Page 95

Annual Performance Review (submit to Council Representative) ..... Page 97

**Note:**

*Other necessary and/or helpful forms are located in the General Forms" section of this book.*

*\* For accounting purposes, this report is now required twice a year.*

*You may choose between the Finance Summary form or the Detailed Cash Record form to submit your two reports for the year.*

*You do not have to submit both forms unless it makes it easier for you.*