

TROOP DUES RECORD

(This record is kept by the leader, Co-leader, or the Troop Treasurer)

Troop Number _____ Month _____ Year _____

NAME

DAY

| NAME | DAY | | | | | | | | | |
|---------------|-----|--|--|--|--|--|--|--|--|--|
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| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |
| 29 | | | | | | | | | | |
| TOTALS | | | | | | | | | | |

GRAND TOTAL _____

HOW TO USE THIS FORM

The following method may be used to indicate that the dues are paid in full (X); in part (*record actual amount paid*); or not at all (*leave the square blank*). When, in the case of non-payment or partial payment, the balance is paid, the (X) may be used to cover the amount already recorded as a partial payment or to fill the blank space. At the end of each month, a vertical line may be drawn in red.

IMPORTANT

This record, or a copy of it, should be transferred from one leader to another as the leadership of the troop changes. This record is the property of the troop to which the record applies and is not the property of the person who keeps the record.