

## BSA Troop 188 Expense Report

Check# \_\_\_\_\_  
Date \_\_\_\_\_

Name \_\_\_\_\_ Rollover to Scout Account? Yes \_\_\_\_ No \_\_\_\_

Date \_\_\_\_\_

Date	Category	Payee	Description	Total
Subtotal				\$ -

Notes

**APPROVED:** \_\_\_\_\_ Date \_\_\_\_\_  
Committee Chair

**APPROVED:** \_\_\_\_\_ Date \_\_\_\_\_  
Treasurer

**Expense Reports, with receipts, must be turned in within 45 days of event.** Updated 8/18/16  
Sales tax will not be reimbursed for planned items such as groceries, scout shop purchases and other times when tax ID can be used.

Categories

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Advancements/Admin	Good Will/Service/Angel Tree	Programs Awards-Recognition
Advancements/Beads n fobs	Good Will/Service/Other	Programs Internal Programming
Advancements/Eagle	Good Will/Service/Scout Sunday	Programs Planning Meeting
Advancements/MB & Blue Cards	Good Will/Service/Soup Supper	Recruitment Den Chief Support
Advancements/Patches and CordsOther	Good Will/Service/Thanksgiving Baskets	Recruitment Marketing Tools
Advancements/Patches Cords/Misc Adv	Insurance/Fixed Assets	Recruitment Rocket Launch
Advancements/Patches Cords/Patrol	Insurance/Trailer Ins	Recruitment Webelos Transition
Advancements/Patches Cords/Rank Adv	Insurance/Trailer Tags & Registration	Recruitment Webelos Unplugged
Advancements/Patches Cords/Youth Leadership	Insurance/Unit Liability Insurance	Registration/Adult/Patches Neckerchiefs #s epils
COH - Fall	Operating/Admin	Registration/Youth/New Scout Book, Epils, Neckerchief
COH - Spring	Operating/IT software/website	Summer Camp
COH - Winter	Outings/Boot Camp	Training/Adult
Eagle Project/Clear Account	Outings/Camping/_____	Training/Youth/Den Chief
Equipment/Charcoal	Outings/First Aid Meet	Training/Youth/NYLT
Equipment/New	Outings/High Adventure Certification	Youth Leadership Supplies/Chaplains Aide,Scribe, Historian
Equipment/Propane	Outings/High Adventure Rafting	Youth Leadership Supplies/Librarian
Equipment/Replacement&Repair	Outings/High Adventure Scuba	
Equipment/Trailer Repair&Maintenance	Outings/Klondike	
Feast	Outings/MB Outings	
Fundraising Flowers	Outings/Schools Out Adv	
Fundraising Mums	Outings/Shooting Event	
Fundraising Popcorn	Outings/Spring Camporee	
Fundraising Wreath	Outings/Starved Rock	
	Outings/Winter Ski/Tubing	
	Outings/Youth Holiday Party	

If your expense does not fit one of these categories, leave category blank and discuss with either Treasurer or Committee chair.