

SERVICE UNIT FINANCIAL REPORT



Each service unit is required to submit a report of all monies which pass through its treasury each year. The service unit treasurer and service team have an important responsibility in the careful management and accounting of the service unit money.

Please submit this form and the most recent bank statement to your membership manager by July 30 of each year. Please keep a copy for your service unit records. If you have any questions, please contact your membership manager.

Covers period from _____ to _____
(Month / Year) (Month / Year)

Service unit # _____ # of registered girls _____ # of registered adults _____

Name of bank _____ Checking account # _____

Income source

Expenses

1.	Previous balance	\$	1.	Money spent on service unit event(s)	\$
2.	Service unit dues	\$	2.	Money spent on service unit recruitment	\$
3.	Fall product profits	\$	3.	Money spent on service unit operations	\$
4.	Cookie profits	\$	4.	Other	\$
5.	Service unit event(s) profit	\$	5.		\$
6.	Money-earning projects	\$	6.		\$
7.	Donations	\$	7.		\$
8.	Other	\$	8.		\$
		\$	9.		\$
		\$	10.		\$
		\$			\$
	Total Income:	\$		Total Expenses:	\$

Total Income, Items 1-8	\$
Total Expenses, Items 1-4	\$
DIFFERENCE:	\$



Plan for UNSUSED funds (service unit events, fall start-up funds, girl scholarships, etc.).

Please describe _____

Names on account signature card authorized to withdraw funds
SIGNATURES MUST BE REGISTERED GIRL SCOUTS (not related)
Check box by name of person holding checkbook/monies

- 1. _____
- 2. _____
- 3. _____

Balance \$ _____ Date of balance _____

Name and contact for individual completing "Service Unit Financial Report":

Name	Phone	Email
Signature (if other than service unit treasurer or service unit manager)		
Service unit treasurer's signature		Date
Service unit manager's signature		Date
Membership manager (initials)		Date