



GIRL SCOUTS OF CONNECTICUT

www.gsofct.org 1-800-922-2770

ANNUAL SERVICE UNIT FINANCIAL REPORT FOR THE FISCAL YEAR ENDING 20 __,
Each Service Unit will complete this form and accompanying worksheets by July 31

The Council is ultimately responsible for the effective administration of all Girl Scout monies within its jurisdiction. Please return the originals to your local Director of Membership Services or her designee, along with the bank statement (checking and savings) used to reconcile the report, and retain a copy of all information in the Service Unit.

Service Unit _____ Service Unit Manager _____

Address _____ Phone with Area Code _____

Name/Address of Bank (Checking) _____

Account Number _____

Authorized Signers 1 _____
2 _____
3 _____
4 _____

Name/Address of Bank (Savings) _____

Account Number _____

Authorized Signers 1 _____
2 _____
3 _____
4 _____

Have all Annual Troop/Group Year-End Financial Reports been received? _____

Number of Troops Registered _____ Number of Reports Received _____

Name of person who will be responsible for Service Unit Finances next year _____

This is a true and accurate summary of our Service Unit's fiscal year's revenues and expenses.

Submitted by:

Service Unit Treasurer _____ (Name) _____ (Signature) _____ (Date)

Service Unit Manager _____ (Name) _____ (Signature) _____ (Date)

Please complete the worksheet and return with the completed Annual Service Unit Financial Report.

CATEGORY (Name of Activity)	INCOME	(EXPENSE)	NET
Balance at beginning of period (Ending balance from last financial)	_____		
SU Cookouts and Camping			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
TOTAL	_____	_____	_____
SU Trips			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____
TOTAL	_____	_____	_____
SU Events/Programs			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____
#5 _____	_____	_____	_____
#6 _____	_____	_____	_____
#7 _____	_____	_____	_____
TOTAL	_____	_____	_____
SU Money-Earning Activities			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
TOTAL	_____	_____	_____
SU Service Projects			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
TOTAL	_____	_____	_____

Please complete the worksheet and return with the completed Annual Service Unit Financial Report.

CATEGORY (Name of Activity)	INCOME	EXPENSE	NET
Donations/Contributions	_____	_____	_____
#1 <u>Juliette Low World Friendship Fund</u>	_____	_____	_____
#2 _____	_____	_____	_____
TOTAL	_____	_____	_____
Postage			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
TOTAL	_____	_____	_____
Copies			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
TOTAL	_____	_____	_____
Tokens of Appreciation			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
TOTAL	_____	_____	_____
Reimbursements	_____	_____	_____
Funds from Disbanded Troops	_____	_____	_____
Bank Account Interest and Expenses	_____	_____	_____
TOTALS	\$ _____	\$ _____	\$ _____

TOTAL INCOME *minus* TOTAL EXPENSES SHOULD EQUAL ADJUSTED BANK BALANCE

TOTAL INCOME	\$
+ Reimbursements	
TOTAL EXPENSES (subtract)	-
BALANCE	\$

☞ These should be the same ☞

BANK STATEMENT Balance as of _____	\$
OUTSTANDING CHECKS & DEPOSITS	+/-
BALANCE	=

Total Checking Account Funds: \$ _____ Number of Registered Girls: \$ _____
 Total Savings Account Funds: + \$ _____
Total Service Unit Assets: = \$ _____ Allowable Carryover (\$5 per girl) \$ _____

Difference between Total Service Unit Assets and Allowable Carryover: \$ _____

Detail plans for using the excess funds: _____

List any and all other assets held by the Service Unit on the back of this page including, but not limited to, bank accounts, stocks and bonds, CDs, and real estate.