



**ANNUAL SERVICE UNIT FINANCIAL REPORT
 FOR THE FISCAL YEAR ENDING 20 ____**

The Council is ultimately responsible for the effective administration of all Girl Scout monies within its jurisdiction. Each Service Unit will complete this form by **August 15**. Please return original to the Service Unit Manager, along with a copy of the bank statement (checking & savings) used to reconcile the attached report. Retain a copy for Service Unit records. **All Service Units must complete this form regardless of their year-end balance.**

Service Unit _____

Service Unit Manager _____ Phone _____

E-mail _____

Service Unit Treasurer _____ Phone _____

E-mail _____

Name/Address of Bank (Checking) _____

Account Number _____

Authorized Signers:

1. _____
2. _____
3. _____

Name/Address of Bank (Savings) _____

Account Number _____

Authorized Signatories*

1. _____
2. _____
3. _____

**Signatories must be currently registered Girl Scout members that have successfully completed the Volunteer Application Process and Background Screening.*

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

Troops/Groups registered _____ # Reports received _____

Name of person who will be responsible for finances next year _____

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

Submitted by: Service Unit Treasurer _____ Date: _____
 (Signature)

Service Unit Manager _____ Date: _____
 (Signature)

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CATEGORY (Name of Activity)	INCOME	(EXPENSE)	NET
Balance at beginning of period <i>(Ending balance from last financial)</i>	\$ _____		
S.U. Cookouts and Camping			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____
S. U. Trips			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____
S.U. Events			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____
#5 _____	_____	_____	_____
#6 _____	_____	_____	_____
#7 _____	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____
Money Earning Projects			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____
S.U. Service Projects			
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____

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CATEGORY (Name of Activity)		INCOME	EXPENSE	NET
Juliette Low World Friendship Fund		\$ _____	\$ _____	\$ _____
Donations/Contributions		\$ _____	\$ _____	\$ _____
Financial Assistance				
	Girls	_____	_____	_____
	Adults	_____	_____	_____
	TOTAL	\$ _____	\$ _____	\$ _____
Postage				
	#1 _____	_____	_____	_____
	#2 _____	_____	_____	_____
	#3 _____	_____	_____	_____
	TOTAL	\$ _____	\$ _____	\$ _____
Copies				
	#1 _____	_____	_____	_____
	#2 _____	_____	_____	_____
	#3 _____	_____	_____	_____
	TOTAL	\$ _____	\$ _____	\$ _____
Tokens of Appreciation				
	#1 _____	_____	_____	_____
	#2 _____	_____	_____	_____
	#3 _____	_____	_____	_____
	TOTAL	\$ _____	\$ _____	\$ _____
Miscellaneous				
	#1 _____	_____	_____	_____
	#2 _____	_____	_____	_____
	TOTAL	\$ _____	\$ _____	\$ _____
Funds from Disbanded Troops/Groups		\$ _____	\$ _____	\$ _____
Funds from Independently Registered Girls (Juliettes)		\$ _____	\$ _____	\$ _____
Interest on Bank Accounts		\$ _____	\$ _____	\$ _____
TOTALS		\$ _____	\$ _____	\$ _____

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

TOTAL INCOME + Reimbursements	
TOTAL EXPENSES	-
BALANCE*	=

☞ These should be the same ☞

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

Total Checking Account Funds: \$ _____

of Registered Girls _____

Total Savings Account Funds: \$ _____

Allowable Carryover \$ _____
(\$10 per girl)

TOTAL SERVICE UNIT ASSETS: \$ _____

Difference between Total Assets and Allowable Carryover: \$ _____

* It is appropriate to have \$10.00 per girl remain in the Service Unit account to assist in the overall management of the Service Unit and for providing program opportunities for girls. If a Service Unit needs to carry over more than the \$10.00 per girl allotment, please note specifics below. Special circumstances requiring larger carry over balances must be discussed and approved by the Membership Manager.

Detail plans for using the excess Checking account funds:

Detail plans for using the Savings account funds:
