

Service Unit Finance Report Form

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The Service Unit Annual Finance Report is required to be completed for each Service Unit and submitted to a Membership and Community Development Manager or a Girl Scout Service Center by **June 30**th of each year. Please attach a copy of a Detailed Cash Report and the most current bank statement to this report.

For the year ending:	SERVICE UNIT INCOME AND EXPENSES -	
Service Unit:	Beginning TOTAL BALANCE: (Previous year's balance)	\$
Service Unit Number:	Total income this year:	\$
SU Director Name:	Subtotal income:	\$
E-mail:	Less:	\$
Phone: Home Cell	Total expenses this year:	\$
Address: City: Zip:		
SU Treasurer Name:	TOTAL BALANCE	\$
E-mail:	As of/	
Phone: Home Cell	Amount to be used during summer months Used for:	\$
Bank Service Unit Funds are deposited in:		
	Person completing this report:	
Account#	Name	
	Phone	E-mail
Authorized Signatures:	Signature	Date
1.	SERVICE UNIT FINANCE REP	
2.	OF EACH YEAR.	ORTS ARE DUE BY JUNE 30
3.	Submit to Membership and Community Development Manager: Original report, copy of bank statement, detailed cash report of all income and expenses.	
Please list any Service Unit equipment (flags, books, camping gear, supplies, etc.) and the name and address where the equipment is stored:	FOR OFFICE USE ONLY Date received: Received by: Submit to: SC, Retention Specialist	
Name:Address:		