

## **Service Unit Finance Report Form**

866.566.7434 • www.gsmists.org

The Service Unit Annual Finance Report is required to be completed for each Service Unit and submitted to a Membership Specialist or a Girl Scout Service Center by **June 30**<sup>th</sup> of each year. Please attach a copy of a Detailed Cash Report and the last 12 months of bank statements to this report.

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

Updated 8/13 (f/MVP/Forms-Volunteer)

Submit to: SC, Membership Specialist