



Annual Service Unit Finance Report Form

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The Annual Service Unit 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** 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: _____

Service Unit Number: _____

SU Director Name: _____

E-mail: _____

Phone: Home _____ Cell _____

Address: _____ City: _____ Zip: _____

SU Treasurer Name: _____

E-mail: _____

Phone: Home _____ Cell _____

Address: _____ City: _____ Zip: _____

Bank Service Unit Funds are deposited in:

Account #

Authorized Signatures:

1. _____

2. _____

3. _____

Please list any Service Unit equipment (flags, books, camping gear, supplies, etc.) and the name and address where the equipment is stored:

SERVICE UNIT INCOME AND EXPENSES -

Beginning TOTAL BALANCE: \$ _____
 (Previous year's balance)

Total income this year: \$ _____

Subtotal income: \$ _____

Less: \$ _____

Total expenses this year: \$ _____

TOTAL BALANCE \$ _____

As of ___/___/___

Person completing this report:

Name

Phone

E-mail

Signature

Date

SERVICE UNIT FINANCE REPORTS ARE DUE BY JUNE 30 OF EACH YEAR.

Submit to Membership and Community Development Manager:
 Original report, copy of bank statement, detailed cash report of all income and expenses.

FOR OFFICE USE ONLY

Date received: _____

Received by: _____

Submit to: MCDM, MAA, VI