

# 2025-2026 Service Unit Finance Report

Service Unit Finance Reports are due June 1<sup>st</sup>.

## Helpful tips:

- a) Save this file to your computer before you type anything into it.
- b) Open the file from your computer, complete the form, and save your changes.
- c) Double check that your changes have saved prior to sending them to GSMISTS.
- d) Attach the **October, January, and April** bank statements to the email!
- e) The Finance Report **should** balance to the ending balance on the April bank statement.

When you have completed and saved this form, please email it to [customercare@gsmists.org](mailto:customercare@gsmists.org).

## Income

If there is no value for a category, enter 0.00.

### Annual Girl Scout Membership Fee

Money collected to renew a girls' annual GSUSA membership fee. This may include partial amounts to offset renewal cost.

### Score Card

Money the Service Unit received for achieving Score Card rewards.

### Service Unit Events and Activities

Money the Service Unit collected to cover the costs or partial costs Service Unit events and activities. This would include cash, checks and/or square.

### GSMISTS Events

Money the Service Unit collected to cover the costs or partial costs of GSMISTS events and activities.

### Donations

Money donated to the Service Units (through cash and checks).

### Training

Money collected to cover the cost of training(s). Examples include CPR, Troop Camping Skills, Lifeguard, Small Craft Safety, Archery Level 1, etc.

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### Total Income

This field should auto calculate.

**Notes regarding your income (optional):**

# Expenses

If there is no value for a category, enter 0.00.

## **Annual Girl Scout Membership**

Money spent to renew a girls annual GSUSA membership fee. This may include partial amounts to offset renewal cost.

## **Fall Treats and Reads**

Money the Service Unit spent on rallies, facility rentals, patches, supplies, etc.

## **Cookies:**

Money the Service Unit spent on rallies, facility rentals, patches, supplies, etc.

## **Girl Scout Shop**

Money the Service Unit spent on items from the Girl Scout shop (in-person and/or online).

## **Fun Patches from Outside Vendor(s)**

Money the Service Unit spent on fun patches from outside vendors.

## **Service Unit Supplies**

Examples include paper for printing, postage, printer ink cartridges, etc.

## **Service Unit Events and Activities**

Does NOT include rallies, may include facility rentals, admission fees, prizes, food, decorations, etc.

## **Training**

Money spent to pay for the cost of training(s). Examples include CPR, Troop Camping Skills, Lifeguard, Small Craft Safety, Archery Level 1, etc.

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## **Total Expenses:**

This field should auto calculate.

**Notes regarding your expenses (optional):**

# Financial Summary

**Starting bank balance - 05/01/2025**

**Total income**

**Total expenses**

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**Ending bank balance - 04/30/2026**

Any additional notes you would like to add (optional):

## Bank Information

Bank Name

Bank Address  
(Street, City, Zip Code)

Name of primary  
signor

Name of secondary  
signor

Names of additional  
signors

Last 4 Digits of Bank  
Account

Service Unit Number