

**NOTICE:** Effective for the Reports that are due by JUNE 30, 2024, the following additional information is noted/required. Now Page 2 of the Report (Service Unit) contains the typical breakdown of the income and expenses, and nothing additionally has been revised on this page. Please provide the information below and submit it on page 2. If page 2 has already been submitted, page 1 should be submitted additionally. Thank you for your assistance.

\_\_\_\_\_ Service Unit Number

**Overview of Responsibilities and Expectations:**

Service Unit Manager, or a designated Service Unit treasurer, must keep up-to-date, accurate records of all monies received and spent, including receipts and copies of the troop checkbook register and bank statements. Parents, girls, and Girl Scout personnel have the right to review these records upon request. Refusal to comply with the Council's policies and procedures could result in the troop account being frozen until financial records are submitted, as well as result in the release of a volunteer from his/her position. If you have any questions, please contact the accounting department.

**Please provide the Signers' Names on the SU Account:**

Signers (2) on the Bank Account must be unrelated, registered Girl Scouts.

List signers:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Balance in Account as of 5/31/2024

If the ending balance exceeds \$500, please list the SU plans for these funds.

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Certification:

We certify that this is an accurate statement of income and expenses for the year (on page 2). (Two signatures-leader, co-leader, and/or bank signers-- required).

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

SU Finance Report for the period of June 2023 through May 2024.

Attach copies of all blank statements and receipts for the reporting period above. If the balance on hand is different from the last bank statement, please provide an explanation.

Service Unit \_\_\_\_\_

SUM Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name of Bank \_\_\_\_\_ Checking Acct# \_\_\_\_\_

**INCOME/ REVENUE (Money Received)**

Balance carried forward from last year	\$
Contribution	\$
Sponsorship Support (attach a list with the amount)	\$
Funds donated from Disbanded Troops (attach a list with the amount)	\$
Cookie Sale Bonus	\$
Income from Approved Money Earning Project	\$
Other	\$
Other	\$
<b>Total Income</b>	<b>\$</b>

**EXPENSES (Money Spent)**

Postage	\$
Equipment	\$
Insignia/ Awards/ Patches Purchased	\$
Community Service Project(s) Expenses	\$
Camping/ Sleepover	\$
Supplies	\$
SU Events/ Activities	\$
Donations	\$
Cookie Activity Expenses	\$
Other	\$
Other	\$
<b>Total Expenses</b>	<b>\$</b>

Total Income \$ \_\_\_\_\_ - Total Expenses \$ \_\_\_\_\_ = Balance on hand \$ \_\_\_\_\_