



# Service Unit Finance Report

Service Unit Name or # \_\_\_\_\_

# of Troops/Groups \_\_\_\_\_

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

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

This report captures financial activity from June 1, 2024 to August 31, 2025 and is due by September 7, 2025. Submit this form with a copy of last bank statement to the Director of Mission Delivery no later than September 7, 2025 via email at [customer care@gssc.us](mailto:customer care@gssc.us). Please note "Service Unit (#) Year End Financial" in the subject line of the email.

Name of Financial Institution \_\_\_\_\_ Account # \_\_\_\_\_

Branch Telephone # \_\_\_\_\_

Account type:  Checking  Savings  Both

Debit Card #: \_\_\_\_\_

Names of Authorized Signers:

Signer #1 \_\_\_\_\_

Signer #2 \_\_\_\_\_

Signer #3 (Council Designee) \_\_\_\_\_

Please include additional accounts on a separate form.

### Record of Donations Received (Monetary & In-Kind)

Indicate the value of all donations the service unit has received in the name of Girl Scouting. Please attach completed sponsorship form for each donor. If you have additional donations, attach a separate piece of paper.

Cash \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Meeting Space \$ \_\_\_\_\_

Other (Specify) \_\_\_\_\_

\$ \_\_\_\_\_

Total Value of Donations \$ \_\_\_\_\_

### Financial Plans

If the service unit's ending balance is more than \$500 what are the plans for the use of these funds? \_\_\_\_\_

*We certify that the above is an accurate statement of income and expenses for the year.*

Print Service Unit Coordinator Name \_\_\_\_\_

Service Unit Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Service Unit Treasurer Name \_\_\_\_\_

Service Unit Treasurer Signature \_\_\_\_\_

Date \_\_\_\_\_

Last Updated 06-12-2025

### Service Unit Income/Expense Statement

A—Ending Balance from prior year \$ \_\_\_\_\_

#### Current Year Income

Donations/Community Contributions \$ \_\_\_\_\_

Fees Collected for Events/Activities \$ \_\_\_\_\_

Other Money-Earning Activities: \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Fall Rebate \$ \_\_\_\_\_

Cookie Sale Rebate \$ \_\_\_\_\_

Miscellaneous Income (Specify) \_\_\_\_\_

\$ \_\_\_\_\_

B—Total Income \$ \_\_\_\_\_

C—Grand Total (A + B) \$ \_\_\_\_\_

#### Expenses

Postage and Mailings \$ \_\_\_\_\_

Copy/Printing Costs \$ \_\_\_\_\_

Program and Training Supplies \$ \_\_\_\_\_

Room or Space Rental \$ \_\_\_\_\_

Equipment Purchases/Maintenance \$ \_\_\_\_\_

Service Projects \$ \_\_\_\_\_

Awards and Recognitions \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Other Miscellaneous Expenses (Specify) \_\_\_\_\_

\$ \_\_\_\_\_

D—Total Expenses \$ \_\_\_\_\_

E—Ending Balance (C—D = E) \$ \_\_\_\_\_

#### Reconciliation of Funds/Account(s)

Total Balance on Last Bank Statement \$ \_\_\_\_\_

Total Outstanding Deposits + \_\_\_\_\_

Total Outstanding Checks - \_\_\_\_\_

Total Cash Held (Petty Cash) + \_\_\_\_\_

Grand Total (should equal line "E") \$ \_\_\_\_\_