Service Unit Financial Report

(Due to headquarters by June 15)

girl scouts of gulfcoast florida

The financial report is kept by the accounting coordinator, and is a detailed account of all the cash received or paid out of the service unit treasury.

CATEGORY KEY:

Income:
- B1 - Fall Product Sale Income
- B2 - Cookie Income
- B3 - Event Income
- B4 - Other Income, list source

Expense:
- C1 - Postage
- C2 - Meeting Refreshments
- C3 - Duplicating Expenses
- C4 - Supplies
- C5 - Adult Recognitions
- C6 - Event Expenses
- C7 - Other Expenses, list specifics

Excel, Quicken, or any other format is accepted.

This template is provided as a guide

***PLEASE WRITE THE CHECK NUMBER IF PAID BY CHECK • WRITE CASH IF PAID BY CASH • WRITE DEPOSIT IF A DEPOSIT WAS MADE**

Service Unit: ____________________ **DETAILED CASH RECORD** Year: ___________________

Date	Item	*	Category	Income	Expense	Balance
	Ending balance from previous year $_________________					

Service Unit: _____ **DETAILED CASH RECORD** Year: _____

Date	Item	*	Category	Income	Expense	Balance
	- TOTALS -					

_____ _____/_____/_____ _____/_____/_____

Report submitted by Date Date approved by Accounting Committee Organizer

IMPORTANT: Service unit funds must be banked in the name of the service unit and the council. The service unit annual financial report and checking account will be audited by the council finance management team in July.

"Balance" includes bank balance as well as bills and coins.

United Way

girl scouts