Service Unit Financial Reports

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

***Council Policy**: A written financial report must be distributed to leaders quarterly. An annual report of all monies received and disbursed shall be prepared, signed by two authorized signatures, and submitted to the appropriate membership director no later than July 15th each year. All reports shall be reviewed by the council's finance committee.*

Service Unit: _____ Report for Quarter ____1st _____2nd ____3rd ___4th_____Year

	Budget	Actual	Proposed Budget
A. BEGINNING BALANCE (Petty Cash & Bank Account)	A. _____.____	A. _____.____	A. _____.____
B. INCOME			
Annual Membership Dues	_____.____	_____.____	_____.____
Recognitions	_____.____	_____.____	_____.____
Juliette Low World Friendship Fund	_____.____	_____.____	_____.____
Service unit events: (If more space is needed, attach separate sheet and enter total amount here.)	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
Disbanded Troop # _____	_____.____	_____.____	_____.____
Disbanded Troop # _____	_____.____	_____.____	_____.____
Disbanded Troop # _____	_____.____	_____.____	_____.____
Other: _____	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
TOTAL INCOME	B. _____.____	B. _____.____	B. _____.____
C. EXPENSES			
Annual Membership Dues	_____.____	_____.____	_____.____
Recognitions	_____.____	_____.____	_____.____
Juliette Low World Friendship Fund	_____.____	_____.____	_____.____
Printing	_____.____	_____.____	_____.____
Postage	_____.____	_____.____	_____.____
Troop start up funds	_____.____	_____.____	_____.____
Service unit events: (see above)	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
Other: _____	_____.____	_____.____	_____.____
_____	_____.____	_____.____	_____.____
TOTAL EXPENSES	C. _____.____	C. _____.____	C. _____.____
BALANCE ON HAND (A + B – C)	_____.____	_____.____	_____.____

Name & location of bank: _____ Account # _____

All people authorized to sign on this account:

_____ _____ _____ _____

Signatures of two people authorized to sign on this account:

1. _____ Date _____

2. _____ Date _____

Prepared by: _____ Date _____

Membership Director approval: _____ Finance committee approval: _____