



Service Unit Finance Report

Girl Scouts of the USA requires all Girl Scout councils to maintain records of service unit funds. According to Girl Scouts Spirit of Nebraska policy, service unit funds are the property of the council and are to be maintained in a Girl Scout bank account. Each service unit is required to complete and submit an annual Service Unit Finance Report with a copy of the May bank statement, **no later than June 30** of the current membership year.

All reports will be maintained and kept on file in our Finance Department.

Report for: June 1, _____ through May 31, _____ Service Unit #: _____
 Town/School: _____ Service Unit Manager: _____
 Phone: _____ Email: _____
 Bank Name: _____ Street Address: _____
 City: _____ State: _____ ZIP Code: _____
 Bank Routing Number (ABA): _____ Account Number: _____

Signers on the Account

Two signatures of volunteers currently registered as Girl Scout members, plus the Troop Support Specialist from your area service center.

Volunteer: _____ Email: _____
 Volunteer: _____ Email: _____
 Troop Support Specialist: _____ Email: _____

| SERVICE UNIT INCOME | | SERVICE UNIT EXPENSES | |
|-----------------------|-----------|--|-----------|
| Beginning Balance: | \$ | Service Project Expenses: | \$ |
| Donations: | \$ | Program Supplies: | \$ |
| Program Fees: | \$ | Service Unit Assistance to Troop #: | \$ |
| Money-Earning Income: | \$ | Donations to Charitable Organizations: | \$ |
| Miscellaneous Income: | \$ | Name: _____ | |
| | | Miscellaneous Expenses: | \$ |
| Total Income: | \$ | Total Expenses: | \$ |
| | | Total Income (-) Total Expenses (=) Ending Balance: | \$ |

I understand that the IRS and Girl Scouts of the USA rules prohibit funds to be given to any individual girl or adult.
 I verify that all statements about the service unit finances are true and acknowledge my responsibility to safeguard service unit funds. I understand that receipts need to be kept for two years and will be available for random audits by the Council. By signing this form, I am also giving Girl Scouts Spirit of Nebraska's Finance Department authorization to obtain information on this bank account, from the above referenced financial institution.

Signature of Person
 Responsible for Service Unit Finances: _____ Date: _____

Mail Forms To:
 Girl Scouts Spirit of Nebraska
 Attn: Finance
 2121 S 44th St
 Omaha, NE 68105
 TroopFinance@girlscoutsnebraska.org