

Service Unit Finance Report

June 1, 20 ___ through May 31, 20___

GSUSA 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.

Service Unit # _____ Town/School _____

Service Unit Manager _____ Phone _____

Email _____

Bank Name _____ Address _____ City _____ Zip _____

Bank Acct. # _____ Bank Routing # _____

SIGNERS ON THE ACCOUNT (TWO SIGNATURES OF VOLUNTEERS CURRENTLY REGISTERED AS GIRL SCOUT MEMBERS, PLUS THE MEMBERSHIP SPECIALIST FROM THE AREA SERVICE CENTER):

Volunteer Name _____ Email _____

Volunteer Name _____ Email _____

Membership Specialist Name _____ 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	
		Minus Expenses	
		Ending Balance	

I understand that the IRS and GSUSA 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 ___/___/___

All reports will be maintained and kept on file in our Finance Department. Please send to:

Girl Scouts Spirit of Nebraska
Attn: Finance Department
2121 S 44th Street
Omaha, NE 68105