



Girl Scouts of the Missouri Heartland, Inc.
Service Unit Financial Worksheet
 (Reporting Period: June 1, 2010 – May 31, 2011)

Please use this form to complete the attached Service Unit Financial Report 2011 by July 1, 2011. Girl Scout service units must submit a financial report by July 1, 2011 to qualify for 2011-2012 Membership Blitz Incentives.

Income

Service Unit Events (Attach a copy of Event Financial Report for each event)

	\$	
	\$	
	\$	

Donations (List)

	\$	
	\$	

Money-Earning Projects (List)

	\$	
	\$	

Other (List)

	\$	
	\$	

Total Income 6/1/10 through 5/31/11

\$	
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(Transfer total to Report Summary Line B)

Expenses

Phone	\$	
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Mileage Reimbursement (Include mileage records with form)	\$	
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Postage	\$	
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Office Supplies (paper, copies, checks, postcards, etc.)	\$	
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Local Event Supplies (To offset SU events, rallies, etc.)	\$	
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Awards/Recognitions	\$	
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Service Unit Equipment	\$	
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Resource Materials (handbooks, songbooks, etc.)	\$	
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Non-Member Insurance	\$	
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Girl/Troop Assistance (List How Used) _____	\$	
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Donation to JLWFF (Juliette Low World Friendship Fund)	\$	
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Other (List) _____	\$	
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	\$	
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Total Expenses 6/1/10 through 5/31/11

\$	
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(Transfer total to Report Summary Line D)

(over for Service Unit Financial Report)





Girl Scouts of the Missouri Heartland, Inc.

Service Unit Financial Report 2011

(Reporting Period: June 1, 2010 – May 31, 2011)

Please complete this form, using the information from the Service Unit Financial Worksheet, and submit a copy to your Community/Membership Development Specialist by July 1, 2011 (or, if retiring from your position, submit the report before you leave the position).

Service Unit Number _____ County _____ Date Submitted _____

Bank Account Information

Name of Bank _____ Checking Account Number _____

Branch Address _____ Branch Phone Number _____

Persons authorized to sign checks (name and phone number)

1. _____ Phone _____
2. _____ Phone _____
3. _____ Phone _____

Summary of Attached Financial Worksheet:

Register balance from May 31, 2010	_____	A
Income (Deposits) <u>6/1/10 - 5/31/11</u> (from worksheet)	_____	B
Sub-Total	_____	C
Less Expenses (checks written) <u>6/1/10 - 5/31/11</u> (from worksheet)	_____	D
Current Register Balance as of 5/31/11	_____	E
Current Bank Balance as of 05/31/11	_____	F

Please note any discrepancies between balances _____

Verification (This Financial Report must be verified by three non-related adult service team members.)

I have verified the accuracy of this Service Unit Financial Report by auditing the checkbook and bank statements.

1. _____
Name (printed) _____ Signature _____ Date _____
2. _____
Name (printed) _____ Signature _____ Date _____
3. _____
Name (printed) _____ Signature _____ Date _____

Person Submitting Report _____ Date _____

Service Team Position _____ Signature _____

For Office Use Only: Date Received _____ Audited By _____
CMDS Initials _____ Date _____ Senior Manager for CMD Initials _____ Date _____

Girl Scouts of the Missouri Heartland, Inc.

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