



Girl Scouts.

Girl Scouts of the Missouri Heartland, Inc. Service Unit Financial Worksheet

(Reporting Period: June 1, 2009 – May 31, 2010)

Please use this form to complete the attached Service Unit Financial Report 2010 by July 1, 2010. Girl Scout service units must submit a financial report by July 1, 2010 to qualify for 2010-2011 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 6/1/09 through 5/31/10

\$ _____
<i>(Transfer total to Report Summary Line B)</i>

Expenses

Phone \$ _____

Mileage Reimbursement *(Include mileage records with form)* \$ _____

Postage \$ _____

Office Supplies (paper, copies, checks, postcards, etc.) \$ _____

Local Event Supplies (To offset SU events, rallies, etc.) \$ _____

Awards/Recognitions \$ _____

Service Unit Equipment \$ _____

Resource Materials (handbooks, songbooks, etc.) \$ _____

Non-Member Insurance \$ _____

Girl/Troop Assistance *(List How Used)* _____ \$ _____

Donation to JLWFF (Juliette Low World Friendship Fund) \$ _____

Other *(List)* _____ \$ _____

_____ \$ _____

Total Expenses 6/1/09 through 5/31/10

\$ _____
<i>(Transfer total to Report Summary Line D)</i>

(over for Service Unit Financial Report)





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(Reporting Period: June 1, 2009 – May 31, 2010)

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, 2010 (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, 2009 _____ A

Income (Deposits) 6/1/09 - 5/31/10 (from worksheet) _____ B

Sub-Total _____ C

Less Expenses (checks written) 6/1/09 - 5/31/10 (from worksheet) _____ D

Current Register Balance as of 5/31/10 _____ E

Current Bank Balance as of 05/31/10 _____ 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 _____
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