

Service Unit Finance Report

Service Unit funds should be banked in the name of "Girl Scouts of Ohio's Heartland Council, Inc., Service Unit." Two (2) non related, not living in the same household, approved volunteers MUST be authorized to sign the account. Council Tax ID # is 31-4379475.

FINANCES SUMMARY

Treasurer's Name	Service Unit #	From	To
Bank Account Number	Bank Name		
As of the above dates, this service unit has the following funds:			
\$ In the bank	\$ cash on hand	\$ In gift/reward cards \$	
Print names of Signers: Two (2) unrelated, registered Girl Scout Volunteers (see full requirements in the Volunteer Essentials Resource Guide)	1.		
	2.		
Instructions <ol style="list-style-type: none"> 1. Accurately record all income and expenses on the Finance Report Ledger Page(s). Beginning where the last report ended record all income and expenses as they occur. Record using the ledger page(s) (attached) or a separate spreadsheet. 2. Record all income. Account for all income from service unit programs or events. Use separate lines for all income and expenses with accurate descriptions of each. 3. Record all expenses. Document each expense in detail whether money is spent with cash, check, or service unit debit card. Service Units should NOT use their personal credit card, checks, or cash to make purchases. Service Unit debit cards or checks should be used for the majority of purchases 4. Fill in the Service Unit Finances Summary above. Use the information from the Finance Report Ledger Page(s) to fill in the Service Unit Finances Summary above. Document all service unit inventory, gift cards, donations made by the service unit or in-kind donations received on the Miscellaneous Summary at the end. 5. Complete forms prior to the deadlines. The deadlines are November 10 and May 10. Allow enough time for the report to make it to the appropriate person in order to meet the deadline! 6. Turn in the entire Service Unit Finance Report. Attach copies of the bank statements. 			

REMEMBER: By signing my name below, I am accepting responsibility for the accuracy of this Service Unit Finance Report and for any missing funds.

Signature	Phone	Email	Position	Date
Signature	Phone	Email	Position	Date

Miscellaneous Summary

Date	In Kind donations, including company, location, items and estimated value- Skip this section if you have none.	Income	Expenses	Cash on hand	<i>In bank</i>	<i>Total</i>
Date	Service Unit Inventory					
	Other inventory purchased this year: books, camping equipment, etc.					

Directions for Submitting the Service Unit Finance Report:

- **Complete the Service Unit Finance Report Summary, Service Unit Finance Report Ledger Page(s) and Miscellaneous Summary.** The two (2) signers initial below the last journal entry indicating the end of the current information. Check each transaction (all sheets) to make sure income and expenses accurately balance. If a computer bookkeeping program is used, a print out from that program may be substituted for the ledger.
- **Keep receipts for three (3) years (2 previous and current).** Attach receipts to the service unit's copy of the report. Receipts MUST be available upon request. It is not necessary to attach them to the report that is being submitted.
- **Include all documents submitted together:**
 - ✓ **The Service Unit Finance Report Summary (signed by both account holders),**
 - ✓ **Finance Report Ledger pages,**
 - ✓ **Miscellaneous Summary,**
 - ✓ **Monthly bank statements**
- **Submit.** By the **NOVEMBER 10** or the **MAY 10 deadlines** to the volunteer services manager (VSM).
- **Receive confirmation.** Receipt of the report by the assigned service team member and/or VSM will be acknowledged by signing Report Submission Receipt Form. If the form is submitted electronically to your VSM you should receive notification upon receipt. If you do not, please remember IT IS THE SIGNER OF THE REPORT'S RESPONSIBILITY TO ENSURE THAT THE FORM WAS RECEIVED. If you don't receive confirmation, please follow up!

Service Unit Inventory of Girl Scout Property

Service Unit: _____

Submitted by: _____ Date: _____

Signature

Please include all items of appreciable value; it is not necessary to list consumable stocks such as craft supplies, pamphlets, forms, etc.

Return with the Service Unit Finance Report by the deadlines: November 10 and May 10.

Quantity	Name of Item	Where is it kept?	Estimated Value