

Girl Scouts of Western Washington
2008- 2009 Service Unit Annual Finance Report



Manager: _____

SU #: _____

For the period of _____

SERVICE UNIT ALLOCATION ACCOUNT <i>(Amount the service unit receives from Totem Council)</i>	Income <i>(Add)</i>	Expenses <i>(deduct)</i>	Balance <i>(Optional)</i>
2006-2007 allocation balance - unspent			
2007-2008 allocation amount.			\$ -
Postage			\$ -
Recognition			\$ -
Meeting Supplies			\$ -
Duplication			\$ -
Telephone			\$ -
SU Equipment/library resources			\$ -
Other Expenses			\$ -
2007-2008 membership renewal Bonus: used for _____			\$ -
Total Service Unit Allocation Balance 8/1/08 <i>(Carry balance to summary block)</i>			\$ -
SERVICE UNIT EVENTS List here ONLY if your service unit does not have a separate events account. Describe here <i>Self-supporting events</i> - NOT paid for with su allocation.	Income <i>(Add)</i>	Expenses <i>(deduct)</i>	Balance <i>(Optional)</i>
2006-2007 carry over balance			
<i>Example: Thinking Day Event (add additional events on the back)</i>	\$ 400.00	\$ 395.00	\$ 5.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Service Unit Event Balance 8/1/08 <i>(Carry balance to summary block)</i>			\$ -

SUMMARY BLOCK			
Service Unit Treasurer:		1. Final SU Allocation Balance	\$ -
Telephone:		2. Final SU Event Balance	\$ -
Email:		3. Balance in SU Checkbook (Add 1 & 2 - should equal checkbook balance)	\$ -
<input type="checkbox"/> Most recent bank statement is attached.		Bank of America Acct #:	
<input type="checkbox"/> Receipts are numbered, designated & attached.		Bank Branch:	

The next Service Unit Allocation check should be mailed to:

Name : _____ Address: _____ City: _____ zip: _____

File an separate report for each bank account the service unit holds (ie SU Event Accounts).

This report submitted by: _____ SU Position: _____ Date: _____
 Service Unit Manager: _____ Date: _____
 Membership Staff: _____ Date: _____

report due to NTS staff 8/15/08

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