

Service Unit Financial Report Checklist

Service Unit Treasurers are required to submit their annual finance report to Girl Scouts of Western Washington by September 30. All documents must be emailed to CustomerCare@girlscoutsww.org.

- ☐ Finance Summary Report
- ☐ Allocation Ledger
- ☐ Event Ledger(s) (if applicable)
- ☐ Other Income Ledger(s) (if applicable)
- ☐ August 2025 Bank Statement(s) for Allocation and Event account (if applicable)
- ☐ Explanation for any balance over \$500, including the plan for carryover funds
- ☐ Receipts
 - **NEW for 2025: Only include receipts related to Allocation expenses.** Event or Other Ledger receipts are not required but should still be keep for 4 years.
 - Assign a distinct number to each receipt and write the same number on the Allocation Ledger.
 - Electronic copies of all documentation are preferred.