

Report of funds expended by Service Unit * Notes Required Field

*SU Manager:		*SU #:	
SERVICE UNIT ALLOCATION ACCOUNT <i>(Amount the service unit receives from Girl Scouts of Western Washington)</i>		Income <i>(Add)</i>	Expenses <i>(Deduct)</i>
			Allocation Total <i>(Income-Expenses)</i>
1	Beginning Balance (before 2024-25 allocation received)*		
2	2023/2024 allocation amount received*		
3	Postage		
4	Recognition		
5	Meeting Supplies		
6	Printing/Copying Expenses		
7	Communication Expenses		
8	SU Equipment/Library resources		
9	Other Expenses		
Total Service Unit Allocation Balance August 31, 2025 <i>(Carry balance to summary block below)</i>			

Other Income within Allocation (e.g., Renewal Incentive, SU money-earning activities, donations): Submit the corresponding income ledger for any expenses and note any fund transfers to an event account in the ledger.		Income <i>(Add)</i>	Expenses <i>(Deduct)</i>	Other Income Total <i>(Income-Expenses)</i>
Service Unit Renewal Incentive				\$ -
Donations (other than event specific donations)				\$ -
SU Money Earning Events				\$ -
Other				\$ -
Total Other Balance August 31, 2025 <i>(Carry balance to summary block below)</i>		\$ -	\$ -	\$ -

☐ SU Events (within Allocation Account) ☐ SU has a separate Event account ☐ SU did not hold events during the fiscal year		Income <i>(Add)</i>	Expenses <i>(Deduct)</i>	Event Total <i>(Income-Expenses)</i>
11	*2023-2024 carry over balance as of September 2024			
12				
13				
14				
15				
16				
17				
18				
Total Service Unit Event Balance August 31, 2025 <i>(Carry balance to summary block below)</i>				

*SUMMARY BLOCK			
20	SU Treasurer:	1. Final SU Allocation Balance	
21	Email Address:	2. Final SU Event Balance	
	Allocation Bank Name:	3. Other Income Balance	
22	Allocation Bank Account Number:	4. Balance in SU Checkbook	

****Double-check your SU Finance Report Checklist before submission.**

*****"Save" or "Shift-F9" to calculate report**

Finance report submitted by:		SU Position:		Date:	
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