

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. The following information should be included in the [Service Unit Finance Report Jotform](#) (preferred) or emailed to CustomerCare@girlscoutsww.org.

- ☐ Finance Summary Report
- ☐ Allocation Ledger
- ☐ Event Ledger(s) (if applicable)
- ☐ Other Income Ledger(s) (if applicable)
- ☐ August 2026 Bank Statement(s) for Allocation and Event account (only if you bank outside of Key Bank, Global Credit Union, or Columbia Bank)
- ☐ Explanation for any balance over \$500, including the plan for carryover funds
- ☐ Receipts
 - **Only include receipts related to Allocation expenses.** Event or Other Ledger receipts are not required but should still be kept for 4 years.
 - Assign a distinct number to each receipt and write the same number on the Allocation Ledger.