

Service Unit Financial Report Checklist

Service unit treasurers must submit an annual finance report to Girl Scouts of Western Washington. This report must adhere to basic accounting standards, as it may be reviewed by independent auditors during the annual audit of Girl Scouts of Western Washington's finances and financial operations.

The following forms must be submitted to the Volunteer Support Manager by September 30.

- Finance Summary Report
- Allocation Ledger
- Event Ledger(s) (if applicable)
- Other Income Ledger(s) (if applicable)
- August 2024 Bank Statement(s) for Allocation and Event account (if applicable)
- Bank accounts with a significant balance must include an explanation of the plans for the carryover funds (e.g. Fall Encamporee).
- Receipts for all transactions.
 - Assign a distinct number to each receipt and write this same number on the corresponding ledger.
 - Electronic copies of all documentation are preferred.
 - All receipts should be for service unit-related purchases only.