

Girl Scouts of Alaska
ANNUAL SERVICE UNIT/COMMUNITY FINANCE REPORT

July 1, _____ to June 30, _____*

Service Unit Number /Community Name _____ Service Unit/Community Manager(s) _____

Bank Name _____ Bank Address _____ Bank Account Number _____

Bank Account Signers (List names of ALL signers) ***Bank statements for reporting year July 1 to June 30 must be attached to this report**

Balance brought forward from previous year, June 30, 20__ : \$ _____

INCOME:

Cookie Proceeds..... \$ _____

Closed Troop Accounts..... \$ _____

Income from Service Unit Events..... Event: _____ \$ _____

Event: _____ \$ _____

Event: _____ \$ _____

Event: _____ \$ _____

Event: _____ \$ _____

Other.....(_____) \$ _____

TOTAL INCOME: \$ _____

EXPENSES:

Volunteer Recognitions..... \$ _____

Postage..... \$ _____

Office Supplies..... \$ _____

Telephone..... \$ _____

Food/Supplies for Events..... Event: _____ \$ _____

Event: _____ \$ _____

Event: _____ \$ _____

Event: _____ \$ _____

Event: _____ \$ _____

Scholarships/Service Unit Events & Destinations \$ _____

Babysitting..... \$ _____

Meeting Room Charges..... \$ _____

Copying..... \$ _____

Food for Meetings..... \$ _____

Money to New Troops (Fall start-up funds)..... \$ _____

Bank Service Charges (Ongoing)..... \$ _____

Other(_____) \$ _____

TOTAL EXPENSES: \$ _____

Ending Balance (as of June 30, 20__)..... \$ _____

We have built a budget for next year based on our Service Unit goals and program. Yes No

*Finance report must be submitted by **September 15** in order to receive funds.*

 Name of person completing this report (Date)

PLEASE SEE OTHER SIDE FOR DIRECTIONS

INFORMATION AND DIRECTIONS TO COMPLETE THIS FINANCE REPORT

This form should be completed to make sure that cookie proceeds are transferred into troop accounts before the end of the fiscal year (September 30).

Directions and Finance Report Processing

1. This report should be should completed by the SU Manager(s) and the SU Treasurer. Enter all the financial information requested on the front of this form.
2. Attach all the SU bank statements from July 1 to June 30 of this year to this form prior to submission to your Membership Specialist.
3. The Membership Specialist will check the following:
 -
 - SU expenses are legitimate for SU operations according to GSUSA and GSAK expense guidelines
 - Events were actually held
 - The beginning and ending balances for the fiscal year match on both the report and the bank statements. If the balances don't match, the Membership Specialist will return it to the SU manager for correction and resubmission to the Membership Specialist.
 - If both balances match, the expenses are legitimate, and events were held, the Membership Specialist will forward the finance report to the GSAK Finance Director.
4. The Finance Director will:
 - check that the signers for the Service Unit bank account are in compliance with what April calls "Our bank policies" (add link when Allison has clarified this with April)
 - Upon approval by the Finance Director, the report will be forwarded to the Accounting Department for processing. Please note that cookie proceeds will be transferred into SU Bank accounts every other Friday. Please check with your membership Specialist when your cookie proceeds will be deposited into your account.
5. The Finance Team will archive Finance Reports.

If you have questions regarding this report, please contact your Membership Specialist.

Thank You

