



SERVICE UNIT ANNUAL REPORT

Girl Scouts of Silver Sage
8948 W Barnes S
Boise, ID 83709
(208) 377-2011 or (800) 846-0079
FAX (208) 377-0504
www.girlscouts-ssc.org

Instructions:

- Please complete this report for each open checking account (such as separate accounts for Service Unit camps/events)
- Due to the Membership Support Team by June 30 (or at any point in year when bank/signer information changes)
- Attach a copy of all monthly bank statements (May-April) with TWO authorized signer's signature on all bank statement. Please remember to keep all receipts and cancelled checks for up to 7 years.
- **Make notes for each transaction on every bank statement. For example: program supplies, event, party, camping, trip, etc.**

(Finance Report MUST be received by the Boise or Pocatello office for the Service Unit to receive funding)

Bank/Financial Institution:
Bank Account #:
Location (City, State) & Phone #:

SU # _____ Signers on Account (account MUST have at least 2 signers)	
Title	Name
Service Unit Manager	
Service Unit Treasurer	
Other:	

Income		Expenses	
Activity/Event Revenue	\$	Activity/Event Costs	\$
Donations	\$	Recognitions	\$
S.U. Funding (\$ per girl/penny per box)	\$	Supplies	\$
Other Income (provide list)	\$	Financial Aid/Scholarships	\$
Other Income (provide list)	\$	Other Expenses (provide list)	\$
Total Income	\$	Total Expenses	\$

\$	Beginning Balance as of (May 2022)
+ \$	(Income minus Expenses)
\$	Ending Balance as of (April 2023)

List any ongoing projects/events with specific funds earmarked:

Service Unit Treasurer Signature/Date

Service Unit Manager Signature/Date

Volunteer Support Team Signature/Date