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## ANNUAL SERVICE UNIT FINANCE REPORT GUIDELINES

The purpose of the Annual Service Unit Finance Report is to provide a uniform system for the reporting to GSEM of all monies for activities and events that have occurred in the Service Unit. The Annual Service Unit Finance Report form is the tool used to report to volunteers and families in the Service Unit and to GSEM how Service Unit funds were managed during the Girl Scout year. The funds, approved by the Service Team, may be used to financially help girls, i.e. membership registration, service unit events, encampments, program fees; to assist new troops; scholarships for graduating seniors, etc.

<b>Section 1 thru 3</b>	<b>Complete Service Unit information</b>
<b>Section 4</b>	<b>Opening bank balance</b>
<b>Section 5</b>	<b>List of income and expenses from membership dues, activities, programs and events, donations, and other projects</b>
<b>Section 6a – 6b</b>	<b>Income Totals minus Expense Totals</b>
<b>Section 7</b>	<b>Ending balance of Section 6a-6b and bank account balance (most recent statement) and cash on hand</b>
<b>Section 8</b>	<b>Bank account balance</b>
<b>Section 9</b>	<b>Bank Information</b>
<b>Section 10</b>	<b>Future intentions of money over \$1000 remaining in account</b>

**Congratulations!**  
**You have completed the Annual Service Unit Finance Report!**

### A few things to remember:

- Service Unit financial record keeping may be delegated to a registered Service Unit Treasurer. There must be two registered volunteers on the account (usually the Coordinator and Treasurer)
- Girls, volunteers, parents and guardians, and GSEM staff have the right to see this information at any time.
- If bank account leadership changes at any time during the year, the outgoing Treasurer must file an Annual Service Unit Finance Report on his/her date of departure.
- The Service Unit must ensure the change of authorized signers on the account immediately upon volunteers resignation.
- The new Service Unit Volunteer is responsible for filing the Annual Service Unit Finance Report for the remainder of the year.
- Annual Service Unit Finance Reports are due to the Membership Specialist by June 15<sup>th</sup> of each year.