Service Unit Finance Report

Girl Scouts of NE Kansas & NW Missouri
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www.girlscoutsksmo.org

Submit by the end of each program year or whenever there is a change of Service Team Manager.

Service Unit _____ Service Team Manager _____

Net Income from Prior Year
Bank Balance at Beginning of Year $ _____

Income For The Year		Expenses For The Year	
Magazine Proceeds	$ _____	Service Unit Meetings	$ _____
Events		Adult Recognition	_____
_____	_____	Events	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____		
_____	_____	Facility Rental	_____
_____	_____	Food & Beverage	_____
_____	_____	Girl Program Assistance	_____
_____	_____	Postage	_____
		Supplies	_____
TOTAL INCOME	$ _____	TOTAL EXPENSES	$ _____

Total Income	$ _____
Less Total Expenses	- _____
BALANCE	$ _____

Funds are deposited in _____ (Account Number) at _____ (Bank)

Report covers period from _____ to _____

Report submitted by _____ (Signature) _____ (Position) _____ (Date)

Keep a copy for your records.
Return to Membership Manager