



# Service Unit Treasury Report

June 1, 20\_\_ through May 31, 20\_\_

*GSUSA requires all Girl Scout Councils to maintain records of service unit funds. According to Girl Scouts Spirit of Nebraska policy, service unit funds are the property of the council and are to be maintained in a Girl Scout bank account. Each service unit is required to complete and submit an annual Service Unit Treasury Report with a copy of the May bank statement, no later than June 30 of the current membership year. Reports are maintained and kept on file at the area service center.*

Service Unit # \_\_\_\_\_ Town/School \_\_\_\_\_

Service Unit Manager \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Bank Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Bank Acct. # \_\_\_\_\_ Bank Routing # \_\_\_\_\_

**SIGNERS ON THE ACCOUNT:** Two signatures of volunteers currently registered as Girl Scout members, plus the membership specialist from the area service center.

Volunteer Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Volunteer Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Membership Specialist Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Service Unit Income:		Service Unit Expenses:	
Beginning Balance		Service Project expenses	
Donations		Program Supplies	
Program Fees		Service Unit Assistance	
Money-Earning income		Miscellaneous expenses	
Miscellaneous income			
<b>Total Income</b>		<b>Total Expenses</b>	
		<b>Total Income</b>	
		<b>Minus Expenses</b>	
		<b>Ending Balance</b>	

**Please remember the funds cannot be given to any individual girl or adult.**  
 I verify that all statements about the service unit finances are true and acknowledge my responsibility to safeguard service unit funds. I understand that receipts need to be kept for five years and will be available for random audits by the Council.

Signature of person responsible for service unit treasury \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Guiding Star, P.O. Box, 724, Ogallala, NE 69153  
 Goldenrod, P.O. Box 1964, Kearney, NE 68848  
 Hastings, 223 E 14th St., Ste. 85, Hastings, NE 68901  
 Great Plains, 2121 S 44th St, Omaha, NE 68105

Grand Island, 2512 North Webb Road, Grand Island, NE 68803  
 Prairie Hills, P.O. Box 1004, Columbus, NE 68602  
 Homestead, 8230 Beechwood Drive, Lincoln, NE 68510