

Service Unit Treasurer's Report

October 1 – September 30, _____

(Due to your Associate, Membership Services on or before October 31.)
 Please attach the previous year's October bank statement and ending bank statement through September 30.

INCOME:			EXPENSES:		
Recruitment/Program Events	Date	Event Fees	Recruitment/Program Events	Cost	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
_____	_____	\$ _____	_____	\$ _____	
EVENT FEES TOTAL		\$ _____	EVENT EXPENSE TOTAL		\$ _____
Individual Financial Assistance for SU Events			Adult & Community Recognition		\$ _____
Adult Recognition Council Support			Postage		\$ _____
Adult & Community Recognition Fee Income			Office Supplies		\$ _____
			Phone Calls		\$ _____
			Meeting Expense		\$ _____
Miscellaneous Income (i.e. donations, gifts)			Miscellaneous Expense (list each)		\$ _____
_____		\$ _____	_____		\$ _____
_____		\$ _____	_____		\$ _____
_____		\$ _____	_____		\$ _____
_____		\$ _____	_____		\$ _____
MISCELLANEOUS INCOME TOTAL		\$ _____	MISCELLANEOUS EXPENSE TOTAL		\$ _____
INCOME TOTAL (A)		\$ _____	EXPENSES TOTAL (B)		\$ _____

All account balances and cash balance on hand , October 1		\$	
Add: Income Total (A) from above	+	\$	
Subtract: Expense Total (B) from above	-	\$	
Balance on hand, September 30		\$	



Service Unit Treasurer's Report Form

EXPENSE WORKSHEETS: (Note: total expense amount per the dark grey blocks carry forward to the front page.)

Recruitment/Program Events Expenses							
Date	Program	Food	Consultants	Supplies	Recognitions	Miscellaneous	Total
Totals							

Adult & Community Recognition Expenses							
Date	Program	Food	Consultants	Supplies	Recognitions	Miscellaneous	Total
Totals							

Miscellaneous Expenses						
Date Paid	Detail/Description	Postage	Office Supplies	Phone Calls	Meeting Expense	Miscellaneous
Total						

Bank Account Information and Signatures

Funds are in account number _____ at the _____ bank in the name of Girl Scouts in the Heart of Pennsylvania, Inc. # _____ Service Unit.
 Branch location _____

The following individuals may sign on the account (minimum of three signers, at least two who are not related):

1. _____
2. _____
3. _____
4. _____

Service Unit Manager

Signature

Date

Service Unit Treasurer

Signature

Date