



**SERVICE UNIT/AREA FINANCIAL REPORT**

This financial report covers the period\*: (month/yr) \_\_\_\_\_ to (month/yr) \_\_\_\_\_

\*Annual report should cover the period May 1 through April 30 unless a different period is specified by Membership Staff and is due by May 30 to your Membership Staff with your ending bank statement.

County/Area/SU \_\_\_\_\_  
 S.U.M./Treasurer Name \_\_\_\_\_ Day Telephone # \_\_\_\_\_  
 Email Address \_\_\_\_\_ (area code) XXX-XXXX

**SERVICE UNIT/AREA BANK ACCOUNT INFORMATION**

*Council Policy: All accounts must have at least three unrelated adult signers.*

Bank Name \_\_\_\_\_ Account # \_\_\_\_\_  
 Authorized Signers  
 (Please print) : 1 \_\_\_\_\_ 3 \_\_\_\_\_  
 2 \_\_\_\_\_ 4 \_\_\_\_\_

**Service Unit Troop Balances**

**Balance Carried Forward from Last Year:** Statement Date\*: \_\_\_\_\_  
 Checking Account \_\_\_\_\_  
 Undeposited Cash \_\_\_\_\_  
 Other \_\_\_\_\_  
**Total Beginning Balances** \_\_\_\_\_ (A)

**Balance as of the last statement:** Statement Date\*: \_\_\_\_\_  
 Checking Account (attach copy of stmt) \_\_\_\_\_  
 Undeposited Cash \_\_\_\_\_  
 Other \_\_\_\_\_  
**Total Ending Balances** \_\_\_\_\_ (B)

**Reconciliation:**  
 \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_ (F)  
 Total Beginning Balance (A) Surplus/(Deficit) (E) (page 2) Ending Balance(s)\*

\*Ending Balance (F) must match your Total Ending Balance (B). If you need assistance, please contact your Membership Staff.  
 If ending balance is more than \$250, please attach Service Unit's plan for expending the funds

## Service Unit/Area Money Received:

County/Area/Service \_\_\_\_\_

1. Girl Scout membership registration fees \_\_\_\_\_
2. Events \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Adult Recognitions \_\_\_\_\_
4. Other (i.e. pass throughs such as Family Partnership Cash)  
(Please List) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Money Received**

\_\_\_\_\_ (C)

\*\* The IRS Code require that Girl Scouts - North Carolina Coastal Pines acknowledge single donations of services, goods, materials, equipment, or money with a value of \$250 or more. Please contact the Council Fund Development Department if your troop has received such donations.

## Service Unit/Area Money Spent

1. Girl Scout membership registration fees \_\_\_\_\_
2. Equipment (tents, cooking equipment, etc.) \_\_\_\_\_
3. Supplies (i.e. postage, paper, etc) \_\_\_\_\_
4. Adult recognitions ( badges, patches, pins) \_\_\_\_\_
5. Event Materials/Costs \_\_\_\_\_
- Trips & Activities:  
(Please List) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_
7. SU/Group Camping \_\_\_\_\_
8. Bank Fees \_\_\_\_\_
9. Site Rentals \_\_\_\_\_
- 10 Financial Assistance to Troops \_\_\_\_\_
- 11 Other: (i.e. pymt to Council for Family Partnership cash) \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_

**Total Money Spent**

\_\_\_\_\_ (D)

**Surplus/(Deficit)**

\_\_\_\_\_ (C) - (D)=(E)  
\_\_\_\_\_  
(to page 1 Reconciliation)