

## 2022-2023 Service Unit/Area Annual Financial Report

### What is it?

Each Service Unit/Area is required to submit an **Annual Financial Report** which summarizes the income and expenses for the period May 1, 2022 through April 30, 2023. One report is due for each bank account the Service Unit/Area has.

The report is **due by June 1, 2023**. Your Service Unit will not be eligible to receive future funds from the Council unless the Annual Financial Report is completed.

### What information will I need to provide?

The report will ask some general questions about your Service Unit as well as financial specifics. Before completing the report, you'll need to gather the below information:

- Bank account balance as of May 1, 2022
- Bank account balance as of April 30, 2023
- Over the course of the year, what was the total income from the below activities?
  - Adult Recognition Funds Received
  - Financial Assistance to Troops Received
  - Other Council Support Received
  - Camping Funds Received
  - Recruitment Event Funds Received
  - Other Activity/Event Fees Received
  - Donations to the Service Unit
  - Other Income
- Over the course of the year, what were the total expenses from the below activities?
  - Adult Recognition Expenses
  - Financial Assistance to Troops
  - Camping Expenses
  - Recruitment Event Expenses
  - Other Activity/Trip/Event Expenses
  - Donations Made by the Service Unit
  - Other Expenses

### I've got all the information; how do I submit the report?

Service Units/Areas submit their Annual Financial Report using the online form found here: [gsnccp.wufoo.com/forms/service-unitarea-financial-report/](https://gsnccp.wufoo.com/forms/service-unitarea-financial-report/)

Note: This report differs from the Troop Annual Financial Report which Troop Co-Leaders submit via the Volunteer Toolkit.



### **I submitted our report! Now what?**

**Thank you!** Financial transparency builds strong and invested Service Units. Once your Annual Financial Report has been submitted, we will review it and be back in touch with any questions. Don't forget to share the Report with all volunteers to celebrate the work you've done!

### **What if I have other questions?**

Please email the finance team so we can help:

[troopbanking@nccoastalpines.org](mailto:troopbanking@nccoastalpines.org)