



# SERVICE UNIT FINANCE REPORT 2016-2017

## Girl Scouts of Greater Iowa

Service Unit Managers: Use this form to report on service unit income and expenses from the past year. You can also fill out an online version [here](#). Girl Scout councils are required by Girl Scouts of the USA and the Internal Revenue Service to make sure that proper records of funds are kept on file.

This form should be sent **(along with a copy of the service unit’s most recent bank statement)** by mail (Des Moines Leadership Center, 10715 Hickman Rd, Urbandale, IA 50322) or email ([info@gsiowa.org](mailto:info@gsiowa.org)).

Deadline: **June 30, 2017.**

Service Unit Name or Number: \_\_\_\_\_ Your Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address (Street, City, State, Zip): \_\_\_\_\_

Authorized Signers on Acct. (minimum of 2 required): \_\_\_\_\_

Starting Balance (balance of service unit account at the beginning of the 2016-2017 year: ...\$ \_\_\_\_\_

Ending Balance (current balance in the service unit account): .....\$ \_\_\_\_\_

Briefly describe some of the activities, programs, or other expenses that the service unit account was used for in the past year:

Are you saving for a future service unit trip or event?  Yes  No

If you answered “Yes” above, please describe what trip/event you are saving for, and when it will take place:

By signing below, I certify that the information provided is complete and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_