

ANNUAL FINANCE REPORT FOR  
GIRL SCOUT SERVICE UNITS

***Please submit this form with the account ledger and bank statements (June-May) via email to [Customercare@girlscoutsnl.org](mailto:Customercare@girlscoutsnl.org), or to your Membership Engagement Specialist no later than June 30.***

The annual financial submission is a detailed account of all funds received or paid out of the service unit bank account, such as payment of service unit activities, event patches/badges, recognitions, trips/events, product sale profits, financial assistance, camp, program supplies, donations, fundraising, purchase of food, etc.

Service Unit # \_\_\_\_\_ Service Unit Name \_\_\_\_\_ Year \_\_\_\_\_

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Address of Bank \_\_\_\_\_ Phone \_\_\_\_\_

ACH/Routing # \_\_\_\_\_ Account # \_\_\_\_\_

***Names on the Troop Bank Account***

Two unrelated Girl Scout adults affiliated with the troop/group shall be authorized signers on the account, but only one signature shall be necessary to withdraw funds. ***We understand this account is only for the purposes of Girl Scouts and is not to be used for personal use.*** Furthermore, we understand Girl Scouts of Northern Illinois, Inc. will have access to all records pertaining to this account and authority to close this account when in the best interest of the service unit or council. Pertaining to ACH debits and credits, we hereby authorize ***Girl Scouts of Northern Illinois, Inc.***, to initiate debit and credit entries and, if necessary, correction and adjustment entries to the service unit account at the financial institution listed.

By signing below, we agree to these terms and verify we are registered Girl Scouts and authorized signers on the account listed above

Signature X \_\_\_\_\_ Signature X \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

***Service Unit bank account balance:*** \_\_\_\_\_

***How does the service unit plan to spend these funds?***

\_\_\_\_\_

***If you have cash on hand, what is the balance and where is the money being kept? (Amount/Name/Address/Phone)***

\_\_\_\_\_

***IMPORTANT NOTES:***

- Overall accuracy of service unit finances should be discussed on a regular basis with the entire service unit. All questions and concerns should be addressed immediately with the service unit team. Finance Report should be made available to troop leaders, volunteers, and Girl Scouts' parents.
- Girl Scout service units are required to keep all receipts in their files for 3 years.
- For questions pertaining to service unit finances, bank accounts, or disbanding refer to [Volunteer Essentials](#), [GSNI's Volunteer Policies and Procedures](#) or contact your Service Unit Manager. In the absence of a Service Unit Manager, contact your Membership Engagement Specialist.