



ANNUAL FINANCE REPORT FOR GIRL SCOUT SERVICE UNITS

Please submit this form to customer care@girlscoutsni.org or your Member Support Specialist no later than June 30 with all bank statements for the membership year, along with an account ledger, and Service Unit event paperwork.

The annual finance report is a detailed account of all the funds received or paid out of the service unit treasury, 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 service unit 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 that 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 troop 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 troop account at the financial institution listed.

By signing below, we agree to these terms & verify that 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 account balance and what plans have been made to use the money?

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

IMPORTANT

- 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 leadership team. Finance Report should be made available to troop leaders, volunteers and Girl Scout parents.
- Girl Scout Service Units are required to keep all receipts in their files for 3 years.
- For questions pertaining to Service Unit finances or bank accounts 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 Member Support Specialist.