

Monthly SU Treasurer's Report

Use this document to keep track of your finances and report to the Service Unit on a regular basis. Please note:

- Service Unit maintains and manages their bank account in an approved bank by the council.
- Service Unit funds can be used for the following (including recommended percent of budget):
 - Girl Programs / Events = 40%
 - Volunteer Development / Appreciation = 20%
 - Assistance to Individuals (i.e., camperships, event fees, etc.) = 15%
 - Resources (new troop welcome kits/start up money, SU library of materials, etc.) = 15%
 - Administration (photocopies, paper, postage, meeting location rental fees, etc.) = 10%
- Funds leftover from an event should be deposited in the Service Unit checking account.
- The Service Unit Manager is responsible for overseeing and approving expenditures of Service Unit funds.
- A Service Unit Financial Report is due annually.
- When a Service Unit splits and joins bordering units, the SU funds are to be proportionally transferred to the new Service Units.

Starting Balance	
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August	Deposits	Expenses	Total

September	Deposits	Expenses	Total

October	Deposits	Expenses	Total

November	Deposits	Expenses	Total

December	Deposits	Expenses	Total

January	Deposits	Expenses	Total
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February	Deposits	Expenses	Total

March	Deposits	Expenses	Total

April	Deposits	Expenses	Total

May	Deposits	Expenses	Total

June	Deposits	Expenses	Total