

Girl Scouts of Western Ohio

6/12

Service Unit Allocation Report

Return a copy to the
Girl Scout Center by
June 30.

For 1 year from: _____ to: _____

Service Unit Name _____ Service Unit # _____

Service Unit Allocation Funds:

Paper, duplication, meeting agendas, indirect costs in providing program activities for girls, recognitions, thank you/get well cards, adult meeting refreshments.

Program Activity Funds:

Money received and dispersed for service unit events.
*Service unit events should be designed to have a "zero balance" at the end, to the greatest degree possible. Remaining funds should be used to offset the costs of the next service unit event.

Line #	INCOME	AMOUNT	EXPENSE	AMOUNT
1	Service Unit Allocation:		Service Unit Administrative Costs:	
2				
3				
4				
5				
6				
7				
8				
9				
10	Subtotal (Line 1 through 9)		Subtotal (Lines 1 through 9)	
11	Program Fees: (Please describe)		Program Activity Expenses: (Please describe)	
12				
13				
14				
15				
16				
17				
18				
19				
20	Subtotal (Lines 11 through 19)		Subtotal (Lines 11 through 19)	
21	Beginning Balance (from last year)		Signatures on the account: (Please Print) Signature #1 _____ Signature #2 _____	
22	Total Income (add lines 10 + 20 + 21 =)			
23	Total Expenses (add lines 10 + 20 =)			
24	Ending Balance (lines 22 - 23 =)			

Service unit funds in the amount of \$ _____ are deposited in the _____ Bank

in the name of Girl Scouts of Western Ohio Bank Account # _____

Please include a copy of the current month's bank statement with this report.

Finance records are in the home of:

Name: _____ Daytime Phone: _____ Evening Phone: _____

Address: _____
Street City State Zip

Signature of person preparing report: _____ Date _____

AK:lb/1001177-003



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