

## **INSTRUCTIONS FOR COMPLETING FINANCE REPORTS**

Reporting period is June 1 (prior year) to May 31 (current year)

### **Service Unit Finance Report**

1. Service Units need to complete the Service Unit Finance Report Cover Sheet (two signatures are required), Summary Page, and Transaction Register.
2. Service Units will need to attach a copy of their May 31 (current year) bank statement.
3. Additional copies of the Transaction Register may be made as needed.
4. **Service Unit Finance Reports are due to Girl Scouts of Utah by June 30 of each year.** Reports can either be sent electronically to [finance@gsutah.org](mailto:finance@gsutah.org) or mailed to Girl Scouts of Utah, Finance Department, 445 East 4500 South, #125, Salt Lake City, UT 84107.

### **Troop Finance Report**

1. Troop Finance Reports are due to council by June 30 of each year.
2. Troop Finance Reports must be submitted to Girl Scouts of Utah Finance Department via the Volunteer Toolkit (VTK) Finance Tab.
3. The Troop will need to attach a copy of their May 31 (current year) bank statement, receipts, and any external transaction statements from other sources.

Finance reports will be reviewed by the Audit and Finance Committee (committee appointed by the Board of Directors) in August of each year. Girl Scouts of Utah may request additional documentation and/or receipts along with additional bank statements if questions arise.

Please remember you must keep financial records for three years after May 31 of the current year cycle.

Any questions regarding troop/service unit finance reports can be sent to [finance@gsutah.org](mailto:finance@gsutah.org).

## Service Unit Finance Report Cover Sheet

(To be completed by Service Unit Finance Representative)

<b>Service Unit</b>	
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<b>Service Unit</b>	
<b>Finance Representative</b>	

Any Troops Disbanding		
Troop #	Remaining Funds	Plan for Funds?

We certify that, to the best of our knowledge and belief, all the information provided is true, correct and complete. (to be signed by Service Unit Director and Service Unit Finance Representative)

<b>Submitted by</b>	
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**Signature** \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**Signature** \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this document along with the Service Unit Finance Report, Summary Page, Transaction Register, and a copy of the Service Unit May 31 (current year) Bank Statement **by June 30 of each year** to Girl Scouts of Utah Finance Department.

Electronic files can be sent to: [finance@gsutah.org](mailto:finance@gsutah.org)

Paper copies can be mailed to: 445 East 4500 South, #125, Salt Lake City, UT 84107

Please note: The Audit and Finance Committee will be auditing troop finance reports in August of each year. Please keep all bank statements and supporting documentation on hand for 3 years after the end of your reporting period. If requested, you will need to provide additional documentation to Girl Scouts of Utah.

## Service Unit Finance Report Summary

Please note: The time period for this report is June 1 (prior year) to May 31 (current year)

Starting Balance (bank statement from May 31 prior year)	\$-
Income (add total from transaction report)	\$-
Expenses (subtract total from transaction report)	\$-
Ending Balance (bank statement from May 31 current year)	\$-

### Income

Categories	Amount
Cookie Income Total	\$-
Donation Income Total	\$-
Events Income Total	\$-
Sponsorship Income Total	\$-
Other Income (please identify)	\$-
	\$-
	\$-
	\$-
	\$-
<b>Total</b> (This should match your total deposits from your transaction register)	\$-

### Expenses

Categories	Amount
Administration	\$-
Assistance to Individuals	\$-
Badges and/or Patches	\$-
Membership Assistance	\$-
Program (Events & Activities)	\$-
Recognition	\$-
Recruitment Expenses	\$-
Renewal Incentives	\$-
Supplies and Resources	\$-
Troop Start-up Funds	\$-
Volunteer Development	\$-
Other Expenses (please identify)	\$-
	\$-
<b>Total</b> (This should match your total deposits from your transaction register)	\$-

## Service Unit Finance Report Transaction Register

Please note: The time period for this report is June 1 (prior year) to May 31 (current year)

Date Month/Day	Payee from/to whom	Description Reason for Transaction (what was purchased or deposited)	Payment Amount	Deposit Amount	Balance	Category Should match summary page categories.
6/1		Ending balance carried over	<b>*Starting Balance:</b>			
					\$-	
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