

SERVICE UNIT BUDGET

BUDGET WORKSHEET			
<u>INCOME</u>	Proposed Budget	Actual	+/-
Cookie income			
Event registration			
Interest income			
Donations under \$250—			
Donations over \$250—			
Other—			
Other—			
Other—			
Total Income			
<u>EXPENSES</u>			
Administration			
Recruitment event —			
Recruitment event —			
Adult development— training			
Adult development— recognition			
Adult development— end-of-year event			
Programs/events— Cookie Rally			
Programs/events— Day Camp			
Programs/events— World Thinking Day			
Programs/events—			
Membership Assistance (girl/adult)—			
Renewal event —			
Other—			
Other—			
Total Expenses			
GRAND TOTAL (income minus expenses) _____			

EXPENSES

The service unit team and volunteer support staff work together to develop an annual budget to support the service unit's Plan for Success.

Service Units are not independently recognized non-profits; therefore, they are not permitted to engage in separate fundraising activities. To cover expenses incurred during the course doing business, GSU provides service units with an annual allocation that which is calculated based on the number of boxes of cookies sold during the cookie program.

Typically, expenses are distributed according to these percentages:

PROGRAM SERVICES – 50%

This includes all expenses for providing programming for girls such as service unit events, recruitment or renewal events, and other GSLE type activities to keep girls engaged – some examples: Cookie Rallies, World Thinking Day, Never the Same Weekend, Day Camp, Bridging Ceremony, Rededication/Investiture Ceremony.

Recruitment / Retention Events – 30% of Program Services Budget

Costs could include supplies, fees for booth/table, swag items, handouts, printing, etc.

VOLUNTEER DEVELOPMENT AND RECOGNITION – 20%

This includes informal and formal recognitions expenses such as incentives Service Unit leader attendance, end of year volunteer appreciation event, recognition of higher awards earned by girls.

RESOURCES – 15%

Appropriate uses for money would include expenses such as providing startup fund for new troops, maintaining service unit resources, purchasing Service Unit equipment (shade canopy, tents, sound equipment, etc.).

ASSISTANCE TO INDIVIDUALS – 10%

This includes requested support for individual girls, such as money for higher award expenses, lifetime membership for graduation Girl Scout Ambassadors; and can include funds for new leader memberships.

ADMINISTRATION OF THE SERVICE UNIT – 5%

This includes expenses for administrative costs including photocopies, paper, postage, and meeting place rental fees, and more.

Service Units Teams are provided a Finance Overview which will help guide a budget and allocation of funds.

Finance Representatives are responsible for oversight of the budget, financial transactions, records, and reports.