



Girl Scouts, Hornets' Nest Council  
 7007 Idlewild Road • Charlotte, NC 28212  
 704-731-6500, Outside Mecklenburg 800-868-0528  
 Website: [www.hngirlscouts.org](http://www.hngirlscouts.org)



## SERVICE UNIT FINANCIAL REPORT

Year: \_\_\_\_\_

As a non-profit organization, Girl Scouts, Hornets' Nest Council is accountable for all monies collected in the name of Girl Scouting.

A service unit financial report is due three (3) times a year. The first projected service unit financial report is due to your Membership Specialist for approval by October 1<sup>st</sup>. The second report is due January 15<sup>th</sup>. It should include all income and expenses from June 1<sup>st</sup> until December 31<sup>st</sup>. The third and final report is due June 15<sup>th</sup> listing income and expenses from January 1<sup>st</sup> until May 31<sup>st</sup>. **Please attach a copy of the most current Service Unit bank statement.**

Service Unit: \_\_\_\_\_

# Troops in Service Unit: \_\_\_\_\_

Treasurer: \_\_\_\_\_

INCOME	Projected Income Due Oct. 1 <sup>st</sup>	Actual Income Due Jan. 15 <sup>th</sup> (1)	Actual Income Due June 15 <sup>th</sup> (2)	TOTAL (1) + (2)
Beginning Balance				
Service Unit Assistance Funds				
\$0.75 per Girl – on time reg				
\$5 per troop – reg by Dec 31				
\$1 per girl – early bird				
Event Fees (Troop)				
Donation/Gifts				
Other Income:				
<b>(A) TOTAL INCOME</b>	\$	\$	\$	\$
EXPENSES	Projected Expenses Due Oct. 1 <sup>st</sup>	Actual Expenses Due Jan. 15 <sup>th</sup> (1)	Actual Expenses Due June 15 <sup>th</sup> (2)	TOTAL (1) + (2)
Food & Beverages				
Office Supplies				
Duplication/Copying				
Program Supplies				
Telephone				
Postage/Parcel Post				
Rental Facilities				
Equipment/Resources				
Tokens Appreciation				
Other Expenses:				
<b>(B) TOTAL EXPENSES</b>	\$	\$	\$	\$
<b>NET INCOME/EXPENSES (A &amp; B)</b>	\$	\$	\$	\$ *

GIRL SCOUTS, HORNETS' NEST COUNCIL

<u>TITLE</u>	<u>DESCRIPTION</u>
Food & Beverages	Cost of food & beverages provided as an integral part of a meeting, training, or workshop sponsored by the Service Unit. Includes cups, napkins, garbage bags, etc. used in conjunction with food & beverages.
Office Supplies	Cost of stationary, paper and other office supplies.
Duplicating/Copying	Duplicating costs, including paper, ink, etc.
Program Supplies	All consumable items for programs and meetings – books, name tags, first aid supplies, programs, babysitting expenses, etc.
Telephone	Cost of long-distance phone calls.
Postage/Parcel Post	Cost of postage & parcel post used in the administration of the Service Unit.
Rental Facilities	Rents or fees for use of buildings, rooms, or equipment for meetings, workshops, etc.
Equipment/Resources less than \$500	Purchase of permanent Service Unit equipment (books, tents, flags, etc.)
Tokens of Appreciation	Recognition tokens to volunteers, Service Unit team members, and community.

\*Service Units shall keep only enough money in the account to provide for programs for the girls and general cash flow as necessary with a maximum of \$5 per registered girl to be carried over to the next Girl Scout year.