

Service Unit Finance Report Form

The Service Unit Annual Finance Report is required to be completed for each Service Unit by June 30th of each year. Please attach a copy of a Detailed Cash Report with all income and expenses and quarterly bank statements (October/ March/ May) to this report and submit to mvp@gsmists.org.

SERVICE UNIT INCOME AND EXPENSES

For the year ending: _____

Service Unit (SU): _____

SU Number: _____

SU Director Name: _____

Address: _____

Phone: Home/Cell _____ Work _____

E-mail: _____

SU Treasurer Name: _____

Address: _____

Phone: Home/Cell _____ Work _____

E-mail: _____

Name of Bank: _____

Account #: _____

Authorized Signatures:

Please list any Service Unit equipment (flags, books, camping gear, supplies, etc.) and the name and address of location where equipment is stored:

Beginning total balance: _____
(previous year's ending balance)

Total income this year: _____

Subtotal income: _____

Less Total expenses this year: _____

TOTAL BALANCE: _____

As of (date): _____

Amount to be used during summer months: _____

To be used for: _____

Report completed by:

Your Name

Phone

E-mail

I verify that all information on this report is accurate.

Signature

Date

FOR OFFICE USE ONLY

Date received: _____

Received by: _____

Submit to: Membership Specialist