

Girl Scouts of Washington Rock Council, Inc.  
201 Grove Street East, Westfield, NJ 07090  
PH: 908/232-3236 Fax: 908/232-2140 Email: gswrc201@hotmail.com

**Service Unit Year End Finance Report**  
**Membership Year \_\_\_\_/\_\_\_\_**

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

Service Unit Manager \_\_\_\_\_

Service Unit Treasurer \_\_\_\_\_

Bank name and address \_\_\_\_\_

Checking Account # \_\_\_\_\_

Savings Account # \_\_\_\_\_

October 1st Beginning Balance Checking \$ \_\_\_\_\_

Savings \$ \_\_\_\_\_

Item/Income \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Disbanded Troop/Group \$ \_\_\_\_\_

Total Income \$ \_\_\_\_\_

Item/Expense \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Expense \$ \_\_\_\_\_

June 30th end balance Checking \$ \_\_\_\_\_

Savings \$ \_\_\_\_\_

Submitted by (please sign below):

\_\_\_\_\_  
Service Unit Manager Date

\_\_\_\_\_  
Service Unit Treasurer Date

**Due to Council by July 15th.**

**(PLEASE SEE OVER)**

## Checking Account

Troop/Group and Service Unit funds may not be placed in anyone's personal banking account(s). All troops/groups and Service Units are required to open a checking account and/or savings account for the deposit and withdrawal of troop/group or Service Unit funds, with two or more registered adults, who are not related or a significant other, from the troop/group or Service Unit as authorized signers. There is a "Troop/Group/Service Unit Bank Account Form – Checking and Savings" (see Appendix IX), which authorizes establishment of any account(s) under the name of the Council and is completed by the Troop/Group Leader or a Service Unit member and the bank in which the account(s) is/are opened. The Council portion of the form is returned to the Council Service Center where it remains on file with the Membership Services Department. Bank Accounts must be opened with the troop/group number or the Service Unit name and the name "Girl Scouts of Washington Rock Council, Inc." in either order.

Examples: Troop/Group #1234                      Girl Scouts of Washington Rock Council  
                    Girl Scouts of Washington Rock Council \_\_\_\_\_ Service Unit

It is required that troops/groups and Service Units, when establishing new bank accounts, require two authorized signatures for withdrawals, which are always made out to the payee and never to cash. The Service Unit Manager must be a third authorized signer. In addition, it is strongly encouraged to have two or more additional authorized signers. Persons who sign checks on troop/group/Service Unit accounts are responsible for requiring itemized receipts before reimbursing for any and all troop/group/Service Unit expenses. All receipts for troop/group/Service Unit expenses must be kept on file with bank account statements, and be made available upon request from the membership staff. Records must be retained for a minimum of three years.

A "Troop/Group Year End Finance Report" (see Appendix X), accounting for all monies received and spent, must be submitted annually to the Service Unit by each Troop/Group by June 30<sup>th</sup>. The importance of accurate record keeping to facilitate the completion of this report cannot be overemphasized. The report must be verified and signed by each adult who is an authorized signer on the account and accompanied by the most current bank statement(s).

A "Service Unit Year End Finance Report" (see Appendix XI) accounting for all monies received and spent by the Service Unit, must be submitted annually to the appropriate Membership Specialist by July 15<sup>th</sup>. Again, the importance of accurate record keeping to facilitate the completion of this report cannot be overemphasized. The report must be reviewed and signed by each adult who is an authorized signer on the account and accompanied by the most current bank statement(s).

In the event a troop/group disbands, its funds and any equipment accumulated are turned over to the Service Unit, where they are held in reserve for one year pending reorganization of the troop/group or upon placement of the girls in a new or existing troop/group. A troop/group who accepts girls that transfer will receive the reserved funds. If girls transfer into more than one troop/group, funds will be allocated based on a per girl ratio of funds available. Funds not reallocated to Troops/Groups within 12 months will be put toward the Girl/Adult Financial Assistance (GAFA) fund by the Service Unit. The "Service Unit Year End Finance Report" (see Appendix XI) will reflect all transactions relative to disbanded troop/group holdings.

A troop/group that disbands must submit a final "Troop/Group Year End Finance Report" within 60 days of when the troop/group disbands. The report should reflect how all funds which remained in the account when the troop/group disbanded were spent and/or transferred.

The Council may audit accounts randomly and/or at the request of a Service Unit Manager.