

# Service Unit Financial Report

## Service Unit Treasurer Checklist

Service unit treasurers are required to submit an annual finance report to Girl Scouts of Western Washington. The report must meet basic accounting standards as it will be provided to independent auditors for the annual audit of Girl Scouts of Western Washington's finances and financial operations of fiscal year 2023-2024.

## Checklist of Requirements for the Service Unit Reports Submitted to Volunteer Support Managers:

The following forms are due to the Volunteer Support Manager by September 30, 2023.

- Summary Report
- Allocation Expense Ledger
- Event Expense Ledger(s) [If applicable]
- August 2023 Bank Statement(s)

Receipts for all transactions must be included and submitted with the SU Financial Report packet.

- Each receipt must be itemized and attached to the appropriate ledger.
  - **Original receipts are NOT required.**  
**Electronic copies of all documentation is preferred.**
- Assign a distinct number to each receipt and write the number on both the receipt and on the appropriate ledger. The use of matching numbers simplifies the process of identifying the item description for each receipt.
- All receipts should be for service unit-related purchases only.