

Girl Scouts San Diego
Treasurer's Report

Service unit treasurers are asked to submit this report to the service unit team every month so that team members can see the month's financial activity. A team member, other than treasurer, must review and initial the report.

Service unit: _____ Prepared by: _____ Date: _____

Dates: _____ to _____

Please be prepared to present the following documentation:

1. Check requests with receipts for all expenses
2. Most recent reconciled bank statement
3. Receipt book showing all monies received
4. Checkbook with register

Balance from previous report: \$ _____ (a)

Income - detailed description: (for verification, see attached receipt book)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total income: \$ _____ (b)

Expenses - detailed description: (for verification, see attached check requests)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total expenses: \$ _____ (c)

[(a+b)-c] Ending balance: \$ _____ (d)

Less funds on hold from disbanded troops: \$ _____ (e)

(d-e) Available balance: \$ _____

Reviewed by: _____ Date: _____

Team member (not treasurer)