

# Annual Service Unit/Cluster Financial Report & Equipment Inventory

Do not repeat the detailed expenses; group them for each event/activity. Return completed form to your volunteer support coordinator by: \_\_\_\_\_.

Service unit: \_\_\_\_\_

Period covered: From: \_\_\_\_\_ To: \_\_\_\_\_

Cluster: \_\_\_\_\_

Phone: \_\_\_\_\_

Form prepared by: \_\_\_\_\_

Balance from last report: \$ \_\_\_\_\_

**Income:**

Opportunity Fund \$ \_\_\_\_\_

Encampment \$ \_\_\_\_\_

Money earning \$ \_\_\_\_\_

Disbanded troops \$ \_\_\_\_\_

Events: \$ \_\_\_\_\_

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

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

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

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

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

Other: \$ \_\_\_\_\_

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

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

Interest earned: \$ \_\_\_\_\_

**Income total:** \$ \_\_\_\_\_

**Final balance:** \$ \_\_\_\_\_

**Expenditures:**

Office supplies \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Recognitions \$ \_\_\_\_\_

Refreshment \$ \_\_\_\_\_

Events: \$ \_\_\_\_\_

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

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

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

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

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

Other: \$ \_\_\_\_\_

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

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

**Expenditure total:** \$ \_\_\_\_\_

Service unit/cluster funds are deposited in the \_\_\_\_\_ Bank.

Checking account number: \_\_\_\_\_ Savings account number: \_\_\_\_\_

**Authorized signatures:**

Name

Address

Phone

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Service Unit/Cluster Equipment Inventory

Service unit: \_\_\_\_\_

Date: \_\_\_\_\_

Quantity	Item	Condition	In whose possession