

SERVICE UNIT FINANCIAL RECORD

This form along with a current service unit bank statement is due to your membership manager by July 1. You must retain all records for a period of no less than three years. Use this form to keep a record of all cash received or paid out of the service unit treasury.

Year: _____ Service unit #: _____

Service unit manager: _____ Membership manager: _____ Date of first meeting: _____

Service unit funds are deposited in _____ bank. Account name: _____ Account #: _____

Signature: _____ Date: _____

	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Totals
Cash Beginning Balance*	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Income *Your beginning cash balance will be the ending cash balance from the prior month

Service unit event	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Camporee													
Skating party													
Other:													
Other:													
Total income	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Expenses

Service unit event	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Camporee													
Skating party													
Adult recognitions													
Administrative supplies													
Janitorial fees													
Refreshments													
Other:													
Total expenses	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
*Ending cash balance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

*Subtract your total income to get your ending cash balance.