

Service Unit \_\_\_\_\_ For the period \_\_\_\_\_ to September 30, \_\_\_\_\_

Balance on hand at beginning of period: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**INCOME:**

Beginning Balance \$ \_\_\_\_\_

Fees Paid by Troops \$ \_\_\_\_\_

Other Income (List):

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

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

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

**TOTAL INCOME:**

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

**EXPENSES:**

Administrative Costs \$ \_\_\_\_\_  
(telephone, postage, printing)

Service Unit Events \$ \_\_\_\_\_

Assistance to New Troops \$ \_\_\_\_\_

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

Service Unit Equipment \$ \_\_\_\_\_

Other Expenses (List):

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

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

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

**TOTAL EXPENSES:**

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

**BALANCE ON HAND:** (income minus expenses)

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

Service Unit funds are deposited in the \_\_\_\_\_ Bank in the

name of \_\_\_\_\_ Bank Account # \_\_\_\_\_

**Attach a copy of the most recent bank statement with all outstanding checks and deposits listed.**

Completed By: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(must be approved by 2 members of the team, one can be the team member who completed the form)

Service Unit and Troop Support Manager: \_\_\_\_\_ Date: \_\_\_\_\_