

## ***SERVICE UNIT ACCOUNTS***

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**Purpose:** The purpose of Service Unit Accounts is for service units to retain monies to be used in the administration of the service unit.

**Guidelines:**

1. Money in service unit accounts in excess of \$100.00 should be kept in a bank account under the name of Girl Scouts-Wilderness Road Council and the service unit.
2. Three signatures are required on the account, one of which must be the service unit manager.
3. All signers on the account are to receive copies of bank statements.
4. Income for the accounts will come from the Council's service unit assistance fund and any money left over from service unit girl events. (All girl event fees should be set no higher than necessary to cover the cost of the events.)
5. Service units must get approval to conduct money earning activities.
6. How the money is appropriated is determined by a consensus of the service team and/or all leaders in the service unit.

**Reporting Accountability:**

1. The service unit manager is accountable for reporting once during the year on the following:
  - a. Who the account signers are.
  - b. A report of income and expenses.
  - c. A photo copy of the reconciled bank statement for last twelve months.
2. This report is due to the membership specialist one time in each membership year, June 30.
3. If the service unit money is less than \$100.00 and not in a bank account, the annual reporting is still required.

**Council Service Unit Assistance:**

Service unit assistance is for service unit expenses such as postage, refreshments, phone calls special appreciation, etc. Service units will receive \$.25 cents per girl based on registration at the end of October of each year. Only service units that have reported 1 times during the year (June 30) using the Service Unit Account Report, form 1-19, will receive this assistance.



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***Service Unit Account Report***  
**(Due June 30 of each membership year)**

Service Unit \_\_\_\_\_ Date Submitted \_\_\_\_\_

Service Unit Manager \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Funds are deposited in: Bank \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Account number(s) \_\_\_\_\_

3. Name of people authorized to withdraw funds:  
 \_\_\_\_\_  
 \_\_\_\_\_

4. List income from last six months:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. List expenses from last six months:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Current account balance \$ \_\_\_\_\_

7. Attach a photocopy of the reconciled bank statements for the last twelve months.

Date received by Membership Specialist _____ Membership Specialist _____
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