

Service Unit _____ For the period _____ to September 15, _____

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)

Community Development Manager _____ Date: _____