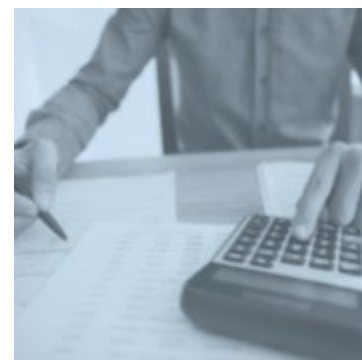




Service Unit Finance Report Tip Sheet



The Service Unit Finance Report is an accurate representation of a group's financial reconciliation for the current fiscal year with Girl Scouts. The annual Service Unit Finance Report can be accessed by following the link at gshawaii.org on the Forms page.

Due: June 30 – Service Unit Treasurers are responsible for collecting all Troop Finance Reports to submit to GSH Council.

TIPS FOR COMPLETING FINANCE REPORTS

- Use the May bank statement
- Fill out every field –N/A or 0 if it doesn't apply to you
- Net product sales = total money earned
- Indicate negative numbers with parentheses
- Do not submit more than one form. To resubmit a Finance Report, contact Customer Care
- Double check your math — online form doesn't calculate for you
- Be sure to save a copy for your own records

Avoiding Adverse Action - GSH reserves the right, without notice, to freeze or close any account that does not comply with banking requirements: including submittal of Bylaws (new/change), Filing of Annual Reports, or it is believed that there has been mismanagement or improper use of Troop/Group/Service Unit funds.

Troops who do not submit a report will be disbanded and their bank accounts will be closed, all proceeds in the account will be transferred to Girl Scouts of Hawai'i.



Questions?

Contact us by email at [Customer Care](#)

Private Donation/Grant

If the troop/group received a private donation or grant during the reporting period, you must submit all supporting documentation for the Donation/Grant and receipts with your Annual Troop Finance Report.