



SERVICE UNIT TREASURER REPORT

This report should be:

- Completed monthly by the service unit treasurer.
- Reviewed and approved by the service unit director.
- Given to the service unit team.
- Summarized for service unit members.

Completing the Monthly Service Unit Treasurer's Report:

1. Write your name, date presented and date range for the report at the top of the form.
2. Write the account balance from the previous month's financial report.
3. Under the INCOME heading provide a detailed description of all sources of income received that month. Write the amounts of each source of income and fill in the total income at the bottom of the section.
4. Under the EXPENSES heading provide a detailed description of all expenses that occurred that month. Write the amount of each expense and fill in the total expenses at the bottom of the section.
5. Record the ending account balance. This number is obtained by adding the balance from last month's report to the total income from this month and then subtracting the total monthly expenses.
6. Make note if there are any funds that are being put on hold for a specific purpose. If so, subtract this amount from the ending balance to obtain the available balance. If there are no funds on hold, the ending balance is the available balance.
7. Make copies of the checkbook register (or spreadsheet), supporting receipts, and deposit slips for that month. Staple these documents to the back of the Treasurer's Report.
8. Submit the Treasurer's Report and supporting documentation to your service unit director for review.
9. Once the report has been reviewed and approved by the service unit director, you can make the report to the service unit and keep the document for the service unit's records.