



GUIDELINES FOR SERVICE UNIT ALLOCATION AND FINANCIAL REPORTING

PURPOSE: To provide and document financial support to cover the operational expenses of service units. Eliminates money-earning projects by service units.

GUIDELINES:

1. Funds should be used to offset administrative costs identified in the service unit service delivery plan (excluding postage). Some of these costs might be:
 - Paper, duplicating, meeting agenda
 - Indirect cost in providing program activities for girls
 - Recognitions, thank-you's, or get well cards
 - Adult meeting refreshments
 - Service unit meeting facility
2. If the service unit checking account reflects an amount equal to, or exceeding, the annual service unit allocation, additional funds will not be allocated. Further explanation and special request may warrant additional funds.
3. **Do not** use funds for membership registration or sponsoring girls/adults for program activities. Financial assistance is available through Girl Scouts of Western Ohio (See Finance section of the *Volunteer Resource Disc.*)
4. In addition to the service unit allocation, and the expenses that are covered by the allocation, many service units also use their checking accounts to receive and dispense funds for service unit events. This must also be indicated on the Service Unit Allocation Report. These are direct costs for program activities that are not covered by the service unit allocation (i.e., Service Unit patch day, where money is collected for patches, and then immediately spent to purchase patches). This amount will not generally be considered in making service unit allocations. (**Please Note:** Service unit activities should be designed to have a “zero balance” at the end, to the greatest degree possible. If not, any remaining funds should be used to offset the cost of the next service unit event.)
5. Direct costs (i.e., costs that you would not have without the event) for a service unit program event should be included in the event fee. Girls and adults can apply for financial assistance for troop and service unit activities. (See *Volunteer Resource Disc*)
6. A Service Unit Allocation Report must be sent to the service delivery manager by June 30th. Attach receipts to the reports.
7. Service unit funds must be deposited in a bank account under the account name Girl Scouts of Western Ohio, Service Unit #XXX. The service team, or service unit manager, should determine whose signature will go on the account. It is required that two people be listed, with one person holding the checkbook, and the other person receiving statements.
8. Service units are reimbursed for postage using a Service Unit Postage Reimbursement Form.