



of the desert southwest
southern new mexico
& west texas

Service Unit _____

Report Code _____

Membership Year _____ - _____

Thank you for accepting your responsibility to submit this information. Please complete this form and email the original, along with a copy of your most recent Service Unit account bank statement and all receipts, to info@gdsdw.org by June 30th. Please keep a copy for five years. Reminder: Personal use of Service Unit funds at any time is strictly prohibited and illegal.

PERSON FILING REPORT

Print Name _____

Position _____

SERVICE UNIT ACCOUNT INFORMATION

Bank Name _____

Branch _____

Address _____

Acct. Name _____

Acct. # _____

NAMES OF THE 3 AUTHORIZED SIGNATURES

INCOME

Cookie Sale Proceeds \$ _____

_____ \$ _____

_____ \$ _____

Total Fees collected for SU
Events or Activities

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other Income:

_____ \$ _____

_____ \$ _____

Donations: \$ _____

TOTAL INCOME \$ _____

EXPENSES

Events or Other Activities

(List by event):

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

SU Supplies: \$ _____
(Copying, stamps, meetings, etc.)

Volunteer Recognitions \$ _____

Other Expenses:

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES \$ _____

TOTAL

Previous Year's Balance \$ _____

This Year's Income + _____

SUBTOTAL \$ _____

This Year's Expenses - _____

SUBTOTAL \$ _____

Donation to JLWFF - _____

SUBTOTAL \$ _____

TOTAL BALANCE \$ _____

This balance must equal to the
reconciled bank balance on your
bank statement.

As of: ____/____/____
Date

How many Sponsorship Forms have been submitted to
GSDSW this membership year? _____

Service Unit Treasurer Signature _____

_____ Date

() _____
Phone #

Service Unit Manager Signature _____

_____ Date

() _____
Phone #