

SERVICE UNIT BUDGET

Western Oklahoma, Inc. • 6100 N Robinson • Oklahoma City, OK 73118
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SERVICE UNIT INFORMATION

Service Unit Number: _____
 Service Unit Manager, Email & Phone # _____
 Service Unit Treasurer, Email & Phone # _____

SERVICE UNIT BUDGET BREAKDOWN

BALANCE ON HAND AT BEGINNING OF YEAR (June 1) \$ _____
 Total proceeds expected from cookie proceeds (\$0.05 per box sold) \$ _____
 Total money expected for Standards of Brilliance \$ _____
 Total incentive funds expected on SU Incentive Card \$ _____
 Total money collected from other money-earning event(s) \$ _____
 Other income (describe): _____ \$ _____
TOTAL INCOME: \$ _____

BUDGETED ALLOCATIONS/EXPENSES *The range of percentages is just a guide for budgeting purposes.

- 20-25% Recruitment Activities:
 - Volunteer Resources (start up materials, name tags, etc.) \$ _____
 - Recruitment of Volunteers & Girls (flyers, forms, events) \$ _____
- 15-20% Financial Assistance / Scholarships for Girls and Adults
 Ie. Memberships, Uniforms, Girl Books, GS pins, Programs, Camps \$ _____
- 10-15% Volunteer Resources (books, training materials) \$ _____
- 10-15% Volunteer Training (GSU, CPR/FA, etc.) \$ _____
- 25-30% Retention Activities:
 - Volunteer Recognition (not to exceed \$30 p/volunteer, p/yr) \$ _____
 - Retention of Volunteers & Girls (flyers, forms, etc.) \$ _____
- 15-20% Service Unit Events (Day Camps, Camp Outs, Workshops) \$ _____

SUB-TOTAL BUDGETED ALLOCATIONS/EXPENSES \$ _____

FUNDS UNBUDGETED (Income less Expenses) \$ _____

Explain why these funds are not being budgeted: _____

SERVICE UNIT SIGNATURES

We verify that all Service Unit funds are accounted for, records are accurate, and receipts have been kept, and we have practiced sound financial management of our Service Unit funds.

Service Unit Manager: _____ Date: _____

Service Unit Treasurer: _____ Date: _____