



SERVICE UNIT BUDGET

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SERVICE UNIT INFORMATION

Service Unit # and Name: _____

Service Unit Manager (previously known as SU Director or SUD) _____

Service Unit Treasurer _____

SERVICE UNIT BUDGET BREAKDOWN

CURRENT DATE: _____

BALANCE ON HAND AT BEGINNING OF YEAR

Total money expected from cookie proceeds (\$0.05 per box sold) _____

Total money collected from other money-earning event(s) _____

Other income (describe): _____

TOTAL INCOME (money received): _____

BUDGETED ALLOCATIONS/EXPENSES (money paid)

25% Recruitment Activities:

- Volunteer Resources (start up materials, name tags, etc.) _____

- Recruitment of Volunteers & Girls (flyers, forms, events) _____

- Financial Assistance / Scholarships for Girls _____

50% Training Activities & Volunteer Development

- Volunteer Resources (books, training materials) _____

- Volunteer Training (registration fees) _____

25% Retention Activities:

- Volunteer Recognition (not to excel \$25 p/volunteer, p/yr) _____

- Retention of Volunteers & Girls (flyers, forms, events) _____

- Outcomes Measurements (activities meet 5 of 15 outcomes) _____

Other (describe) _____

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 practice sound financial management of our Service Unit funds.

Service Unit Manager: _____

Date: _____

Service Unit Treasurer: _____

Date: _____