

# Group Financial Record

*This form is submitted annually and must be shared on a regular basis with group members, and made available to any staff member, volunteer, or girl who requests it. A copy of this form along with bank statements is due by June 19, 2020.*

## Directions:

Record each transaction from the group account on this chart as it occurs. Write the date, a description of the transaction, and what income/expense category it is. Write the exact amount of the transaction and keep a running balance (there is an excel version of this record on the forms/documents page of gsnim.org. The excel spreadsheet automatically adds the income and expense categories together for you).

**This record is due by June 19, 2020 for information from June 1, 2019 through May 31, 2020.** Monthly bank statements are due for months not banking with a GSNI-M preferred bank. For troops, there are two ways to turn this in:

- **Finance Tab** on the Volunteer Toolkit (online). The **Finance Tab** will ask you to give a summary of the income and expenses using the categories below. It will also ask you some additional questions. After clicking "submit," you will attach the **Group Financial Record** and the **monthly bank statements**.
- **Hard copy submission**. If submitting a hard copy, turn in this **Group Financial Record** and the **monthly bank statements** with the **Annual Finance Report**. That report simply asks you the same questions that are on the **Finance Tab**. You can drop off the hard copies at the Northern Indiana Service Center, or the Michiana Service Center. If mailing, mail to: 10008 Dupont Circle Dr. E., Ft. Wayne, IN 46825 (attn: Forms).

Category	Description
<b>INCOME:</b>	
<b>Fall Program Deposits</b>	Money the troop received and deposited into the troop account from the fall product program.
<b>Cookie Program Deposits</b>	Money the troop received and deposited into the troop account from the cookie program.
<b>Dues Collected</b>	Some troops collect dues from its members to support troop activities
<b>Fees Collected for Trips/Events</b>	Money collected to cover the cost of trips, activities, or other events. This also includes registration fees collected for Community and Council events/camps
<b>Approved Money-Earning Projects</b>	Projects the girls used to earn money outside of Fall and Cookie programs. All additional money-earning projects must be approved by GSNI-M in advance using the <b>Group Money-Earning Application</b>
<b>Other Income</b>	Any money received that does not fit in one of the categories above
<b>EXPENSES:</b>	
<b>Membership Registration Dues Paid</b>	The cost incurred by the group for paying annual GSUSA membership dues, and the GSNI-M Council Service Fee
<b>Fall Program money paid to Council</b>	This category is only for instances where the troop paid the council <b>out of their troop account</b> for their fall program balance.
<b>Cookie Money Paid to Council</b>	Council guidelines state that leaders deposit money owed to the council directly into the council account using the provided deposit slips (do not put in troop account first). The troop will then deposit their profit into the troop account. Sometimes a troop may find that more money than what they earned was deposited into their account, so they need to take money from the troop account in order to pay the council balance. <b>Use this category only for those instances.</b>
<b>Badges/Uniforms/Pins Etc.</b>	Uniforms, badges, pins, and any recognitions for the girls.
<b>Trip Costs</b>	Expenses incurred for the group to take short or extended trips/outings. This could be anything from a zoo day trip to an international trip. Please follow all procedures for trips in <b>Group Policy 8 of Volunteer Policies</b> .
<b>Event Costs</b>	The cost for the group to attend Community or Council events, or to plan and host an event.
<b>Supplies</b>	Cost of group supplies such as items needed to complete Journey/badge work or do service projects.
<b>Other Expenses</b>	All other use of group funds that do not fit in a category above.

[illegible]











