girl scouts of northern indiana michiana

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 25.

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 25 for information from June 1 of the previous year through May 31 of the current year. Monthly bank statements are due for months not banking with a GSNI-M preferred bank. For troops, there are two ways to submit this form:

- ***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*** hard copy form. 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
INCOME:	
Fall Program Deposits	Money the troop received and deposited into the troop account from the fall product program.
Cookie Program Deposits	Money the troop received and deposited into the troop account from the cookie program.
Dues Collected	Some troops collect dues from its members to support troop activities.
Fees Collected for Trips/Events	Money collected to cover the cost of trips, activities, or other events. This also includes registration fees collected for Service Unit and Council events/camps.
Approved Money-Earning Projects	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 ***Group Money-Earning Application.***
Other Income	Any money received that does not fit in one of the categories above.
EXPENSES:	
Membership Registration Dues Paid by Troop/Group	The cost incurred by the group for paying annual GSUSA membership dues and the GSNI-M Council Service Fee.
Fall Program money paid to Council	Troops are encouraged to deposit money owed to the Council into their troop account, and then reissue the money via troop check or bank transfer into the council account.
Cookie Money Paid to Council	Troops are encouraged to deposit money owed to the Council into their troop account, and then reissue the money via troop check or bank transfer into the council account.
Badges/Uniforms/Pins Etc.	Uniforms, badges, pins, and any recognitions for the girls.
Trip Costs	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 **Group Policy 8** of **Volunteer Policies,** submitting any required paperwork.
Event Costs	The cost for the group to attend Service Unit or Council events, or to plan and host an event.
Supplies	Cost of group supplies such as items needed to complete Journey/badge work or do service projects.
Other Expenses	All other use of group funds that do not fit in a category above.

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org

Service Unit #:	Troop/Group #:	Membership Year:
Submitted By-		
Troop Account Bank Name-		Bank Account #:
Beginning balance: (June 1 or opening balance if after that)	Ending balance: (from bank statement ending May 31)	

Date	Item	Category (Choose from Table)	Money Spent (Expense)	Money Received (Income)	Running Balance

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org

Date	Item	Category (Choose from Table)	Money Spent (Expense)	Money Received (Income)	Running Balance

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org

Date	Item	Category (Choose from Table)	Money Spent (Expense)	Money Received (Income)	Running Balance

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org

Date	Item	Category (Choose from Table)	Money Spent (Expense)	Money Received (Income)	Running Balance

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org

Date	Item	Category (Choose from Table)	Money Spent (Expense)	Money Received (Income)	Running Balance

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org

Date	Item	Category (Choose from Table)	Money Spent (Expense)	Money Received (Income)	Running Balance

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org

Date	Item	Category (Choose from Table)	Money Spent (Expense)	Money Received (Income)	Running Balance

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825
Michiana Service Center: 1218 E University Drive, Granger, IN 46530

800.283.4812
Fax: 855.422.0084
www.gsnim.org