girl scouts of northern indiana-michiana

Service Unit Financial Record

This form is submitted annually and must be shared on a regular basis with volunteers in the SU, and made available to staff members who request it. A copy of this form (along with bank statements if not at a preferred bank) is due by June 25.

Directions:

Record each transaction from the SU account on this form as it occurs. Write the date, a description of the transaction, and its income/expense category. Write the exact amount of the transaction and keep a running balance. There is an Excel version of this record. The Excel spreadsheet automatically adds the income and expense categories together and separates into categories!

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: Horizon, 1st Source, PNC, 1st Bank of Berne, and Lake City.

Submit this form to frontdesk@gsnim.org.

All forms may be found on the GSNIM website under the Volunteers - Forms & Documents – Finance tab.

Category	Description
INCOME:	
Fees Collected for SU Events	Money collected from troops/IRGs for SU-sponsored events.
Fees Collected for SU Trips	Money collected from troops/IRGs/volunteers for SU-sponsored trips.
Incentives Earned	Any money received for SU-earned incentives.
Donations	Money received through donation. Groups are not allowed to solicit funds however, voluntary monetary donations may be accepted by the group.
Approved Money-Earning Projects	Projects the SU uses to earn money for larger events/ trips. All additional money earning projects must be approved from 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 Fees Paid	The cost incurred by the SU for paying annual GSUSA membership registration fees for any SU members. Also include the cost of any membership incentives purchased for troops/volunteers/IRGs.
New Troop/ Volunteer Supplies	Any supplies purchased to create new troop boxes, resources for new volunteers, etc.
Fall/Cookie Program Expenses	Include the cost of any Cookie Cupboard expenses, cookie/fall product donations made to the community partner hosting the SU meetings, etc.
Adult Recognition/Appreciation	Any gifts purchased, including gift cards, awards, etc., for Volunteer Recognition and Appreciation. Include the cost of any supplies purchased for Volunteer Recognition/Appreciation events, such as an end-of-year party for volunteers.
SU Trip Costs	Expenses incurred by the SU for SU-sponsored trips. This could be anything from a ski trip to a trip to the local dairy farm. Please follow all procedures for trips in **Group Policy 8 of Volunteer Policies.**
SU Event Costs	Costs incurred by the SU to host local events.
Supplies	Cost of SU supplies such as items needed for meetings, storage unit rental, etc.
Other Expenses	All other use of SU funds that do not fit in a category above.

Northern Indiana Service Center: 10008 Dupont Circle Drive E, Fort Wayne, IN 46825 800.283.4812
Michiana Service Center: 1218 E University Drive, Granger, IN 46530 Fax: 855.422.0084
www.gsnim.org

Service Unit #:	Troop #:	Membership Year:
Submitted By:		
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

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