



Income & Expenses



Your Project Should Be Affordable

- Most projects cost very little
- Some funds may be available from:
 - Your troop
 - Keep in mind cookie/fall product proceeds are troop funds. The troop (girl members) must agree use and how much.
 - Your community
 - Parents, other relatives, close friends
 - Your personal funds



Your Project Should Be Affordable

- Income and expenses must comply with all GSUSA and GSSWT policies, standards, and guidelines
 - Volunteer Essentials (Chapter 5)
 - Money-Earning/Solicitation Application
- All income and expenses (including donated items) must be accounted for on the income /expense report.



Soliciting and/or Fundraising (Money-Earning)

You May.

- Solicit in-kind donations
 - In-kind donations are defined as goods and services
- Raise additional funds outside of the Cookie and Fall Product Programs



Money-Earning/Solicitation Application

Applying for council approval

- Submit money-earning/solicitation application with proposal
 - If requesting a solicitation letter on council letterhead, you **MUST** provide a digital word document with your application.

For council approval, you MUST participate in both the most recent Fall Product AND Cookie program.



Soliciting and/or Fundraising (Money-Earning)

You May NOT:

- Raise money for another group or organization
- Solicit cash donations *BUT* you may accept them if offered.
- Solicit/raise funds during either the Fall Product program (September 1 to mid-November) or the Cookie program (January 1 to mid-March.)



Accounting for Income & Expenses

You MUST:


- Account for ALL contributions and expenses.
 - This includes:
 - Funds provided from your troop/community.
 - Funds donated from family/friends.
 - In-kind donations (products and services)



Accounting for In-Kind Donations

- Be sure to know the value of the donated items.

THINK: What would the product/service cost if you had to pay?

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INCOME AND EXPENSE REPORT

Please document all the income and expenses for your project. Include copies of all receipts for verification and retain copies of all receipts for your records. Please note that the final account balance for your project must be \$0.00.

**IF in-kind donations were received in lieu of monetary income, simply enter in-kind value in the income column and "in-kind" in balance column. Be sure to include in-kind donation forms with the final report.*

*** IF there were no income or expenses, simply note "No Income/Expenses" and initial.*

Project Title

First Name **Last Name** **Community** **Troop**

Date	Paid to/Received from	For	Income Amount	Expense Amount	Account Balance
1/25/20	Lowes	Playground kit	\$699.00	In-Kind	Donation



Accounting for Income & Expenses

(Do NOT forget to include IN-KIND donations.)

Income Log

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gogold

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Start Time **Income** Expenses Experiences

TAKE ACTION
Income Log
Track how you funded your project.

Total: \$ 610.00

+ add another

**Add another
As often as you need**

Date	Source of Funding	Estimated Amount in \$ (numbers only)	
03/16/2021	Cookie program proceeds Cookie proceeds earned	\$ 120	✓
02/01/2021	In Kind Donation (Items/things) 1,000 color copies (brochures)	\$ 490	✓

Expense Log

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Time **Income** **Expenses** Experiences Summary

TAKE ACTION
Expense Log
Track the expenses that supported your Gold Award project.

Total: \$ 610.00

+ add another

Date	Company	Estimated Amount in \$ (numbers only)	
05/01/2021	Office Depot 245 colored copies (brochures)	\$ 120	✓
05/01/2021	Office Depot 1,000 colored copies (brochures) donated	\$ 490	✓

You should have a \$0 balance.



Accounting for In-Kind Donations

- In-kind Donation forms **MUST BE submitted (and ARE REQUIRED)** for donations valuing $\geq \$250$.
- *In-kind donation forms are only needed for donations $< \$250$ if the donor is requesting their donation be tax-deductible.*
- *Submit ALL in-kind forms to the Teen Girl Experience Specialist AS SOON AS donations are received.*

Remember:
Always make a copy
to keep with your
final report for
record.



 Girl Scouts of Southwest Texas
In-Kind Donation Form

In-kind donations are defined as "paid or given in goods, commodities, or services instead of money." This includes donations of actual items, labor, or gift cards—it does not include donations made by cash or check.

Date of Donation: 01/25/2020 Donation Value: \$699.00
(Donor to provide Fair Market Value)

Donation Description: Playground kit

Event/Other Activity Donated For: Gold Award project (add details)

Company, organization or individual making donation: Lowes

Contact Name at company/organization: _____

Address: _____
City State Zip

Phone # () _____ E-mail: _____

Donation solicited by: _____

Address: _____
City State Zip

Phone # () _____ E-mail: _____

Anyone else involved in solicitation: _____

Form submitted by: _____ Date Submitted: _____

Has a "thank you" been made? Yes No

If Yes, what type of thank you? Card Letter Verbal Other: _____

By Whom: _____ When _____

Does Development & Communications Dept. need to issue an "official thank you?" Yes No

Questions

Please email the Teen Girl Experience Specialist at customercare@girlscouts-swtx.org.

