

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 ae troop funds. The troop (girl members) must agree use and how much.
 - You 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 <u>ALL</u> 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?

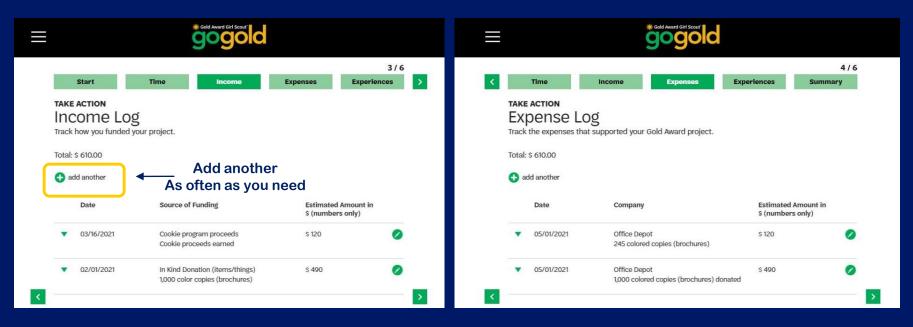
	girl scouts of southwest t	texas	Girl Scout Gold Award Final Report				8 of 10							
	INCOME AND EXPENSE REPORT													
	verification an balance for yo *IF in-kind donati balance column. B	d retain cop our project m ons were recei le sure to include	ies of all rec nust be \$0.00 ved in lieu of me e in-kind donation	expenses for your project. Include copies of all receipts for ceipts for your records. Please note that the final account 0. monetary income , simply enter in-kind value in the income column and "in-kind" in on forms with the final report. y note "No Income/Expenses" and initial.										
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	Project Title													
	First Name	irst Name Las		e	Community	Tro	Тгоор							
	Date	Paid to/Received from		For	Income Amount	Expense Amount	Account Balance							
	1/25/20	Lowes		Playground kit	\$699.00	In-Kind	Donation							
8														

8

Accounting for Income & Expenses (Do NOT forget to include IN-KIND donations.)

Income Log

Expense Log



You should have a \$0 balance.



Go Gold!

Accounting for In-Kind Donations

- In-kind Donation forms MUST BE submitted (and ARE *REQUIRED*) for donations valuing ≥\$250.
- In-kind donation forms are only needed for donations <\$250 if the donor is requesting their donation be tax-deductible.
- Submit <u>ALL</u> 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.

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If Yes, what type of thank you? []Card []Letter []Verbal []Other:									
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Please email the Teen Girl Experience Specialist at customercare@girlscouts-swtx.org.

