

# FINANCIAL SUMMARY

Official Group Name \_\_\_\_\_

Group Number \_\_\_\_\_

Meeting Date \_\_\_\_\_

**LOCAL INCOME (not receiptable):**

1 Excess funds from Tickets sold <span style="color: red;">(from Ticket Report, page 4, line 8)</span>	1	\$ -	
2 Decorations income	2		
3 Child care income	3		
4 Printing sponsor (if no receipt requested)	4		
5 Other (specify) _____	5		
6 <b>Fundraising Financial Summary-From line 10</b>	6		
7 Total Miscellaneous Income (add lines 1-6)	7	\$ -	
8 <b>Local Designated Receiptable Contributions</b> <span style="color: red;">COLUMN C (total of pages 2 and 3)</span>	8	\$ -	
9 Total Local Funds (add lines 7 and 8)	9	\$ -	

Please List All Deposits for  
this Financial Summary

Date	Amount

**LOCAL EXPENSES:**

10 Guest speaker's expense (Speaker's name) _____	10		
11 Decorations supplies	11		
12 Child care expense	12		
13 Printing invitations	13		
14 Postage	14		
15 Other (specify) _____	15	\$ -	
16 Other (specify) _____	16		
17 Total Local Expenses (add lines 10 - 16)	17	\$ -	
18 Balance after Local Expenses are Paid (line 9 minus 17)	18	\$ -	

(Please use space at left for  
any special notations.)

**OFFICE USE  
ONLY**


**NATIONAL MINISTRY CONTRIBUTIONS**

19 Total receiptable in Columns A + B <span style="color: red;">(Pages 2 and 3, includes checks and cash)</span>	19	\$ -	
20 <b>Non-Receiptable</b> loose cash contributions	20		
21 Total National Contributions (add lines 19 and 20)	21	\$ -	
22 Balance from Local Reserve (from last Financial Summary, line 30)	22		
23 Add lines 18, 21, 22	23	\$ -	
24 Total National Contributions (from line 21)	24	\$ -	
25 Available funds for Local Reserve (line 23 minus line 24)	25	\$ -	
26 If amount on line 25 is <b>OVER</b> <span style="border: 1px solid black; padding: 2px;">\$ 1,000.00</span> , put difference here.	26	\$ -	
27 <span style="color: red;">Total to be sent to the national office (add lines 24 and 26)</span>	27	\$ -	
28 Total amount of all credit cards to be sent for the national office	28		
29 Line 27 minus line 28 (Please write group check for this amount and send to Stonecroft)	29	\$ -	
30 Total amount remaining in Local Reserve (line 23 minus line 27) <span style="color: red;">(MUST agree with checbook balance after Financial Summary's transactions are completed)</span>	30	\$ -	

**TWO SIGNATURES REQUIRED:**  
 Date report sent to national office \_\_\_\_\_  
  
 Financial Coordinator \_\_\_\_\_  
  
 Verified Signature \_\_\_\_\_  
 Page 1 Rev. 10.22.20

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# RECEIPTABLE CONTRIBUTIONS

Please include all receiptable gifts given by check or cash.

NATIONAL Gifts		LOCAL	
Column A	Column B	Column C	
Gifts designated for National Ministry	Gifts designated for other national purposes	Gifts designated for local group's use (child care, printing, etc.)	For Office Use Only

For Office Use Only <u>Sample</u>	Line 1 - First and Last Name Line 2 - Address Line 3 - City State Zip		In Columns B & C Indicate above each amount the specific purpose.		For Office Use Only

This spread sheet will automatically total the columns and transfer them to the appropriate tabs.

	\$0.00	\$0.00	
		\$0.00	\$0.00

Total of each column is done by formula.

**Group Ministry**

All Stonecroft groups and gatherings share the same vision - to see people introduced to the saving love of Jesus Christ. To that end, our focus is to see more guests and a variety of Stonecroft Bible Studies offered connected with each group. Each time you meet, complete the boxes below:

Total attendance	<input type="text"/>	Meeting Type: <i>(Please check one in each column)</i>	
Number of decisions for Christ	<input type="text"/>	<input type="checkbox"/> Regular Meeting	<input type="checkbox"/> Women's Outreach
Number of first-time attendees	<input type="text"/>	<input type="checkbox"/> Guest Night	<input type="checkbox"/> Couples' Outreach
Gospel shared? <span style="margin-left: 20px;"><input type="checkbox"/> Yes</span>	<input type="text"/>	<input type="checkbox"/> No meeting (explain in Comments box)	<input type="checkbox"/> Pilot
Number of SBS or small groups offered	<input type="text"/>	<input type="checkbox"/> Joint meeting (please indicate below)	<input type="checkbox"/> Other
Official Group Name(s) of other participating groups(s)			
Official Group Number(s) of other participating groups(s)			
Financial Coordinator: <small>(or person preparing the Local Financial Summary in the absence of a Financial Coordinator)</small>			
<small>PLEASE TYPE OR PRINT CLEARLY</small>			
Name	<input type="text"/>		
Address	<input type="text"/>		
State	Zip	City	Telephone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail	<input type="text"/>		
<input type="checkbox"/> Please check box if you are a new Financial Coordinator			

**TICKET REPORT**

**ATTENDANCE:**

1 Total attendance at meeting	1 <input type="text"/>
2 Number of program guests	2 <input type="text"/>
3 Number of paying guests <i>(line 1 minus line 2)</i>	3 <input type="text" value="0"/>

**INCOME FROM SALE OF TICKETS:**

4 Ticket price paid by each paying guest	4 <input type="text"/>
5 Total that should have been collected <i>(multiply line 3 by line 4)</i>	5 \$ <input type="text" value="-"/>
6 Exact amount collected <b>(This does not include ticket change.)</b>	6 <input type="text"/>

**EXPENSES PAID:**

Number of meals for which groups is charged <i>(this may be different from your attendance).</i>	<input type="text"/>
7 Total expenses paid	7 <input type="text"/>
8 BALANCE REMAINING <i>(line 6 minus line 7)</i>	8 \$ <input type="text" value="-"/>

If line 8 shows excess funds from ticket income, transfer this amount to Financial Summary, page 1, line 1, as Local Income. Excess funds will be deposited.

If line 8 shows a minus figure, transfer this amount to Financial Summary, page 1, line 15 or 16, specifying as ticket shortage. In case of a shortage, use Local Reserve funds for this amount to pay the bill.

**EXPLANATION OF PAYMENT TO RESTAURANT/CATERER:** *(List only items which apply on lines 10-12)*

9 Total of personal checks payable to restaurant/caterer	9 <input type="text"/>	
10 Amount of cash paid to restaurant/caterer	10 <input type="text"/>	
11 Amount of group check paid to restaurant/caterer	11 <input type="text"/>	
12 Total amount paid <i>(add lines 9-11)</i> . This amount should agree with line 7 above.	12 \$ <input type="text" value="-"/>	<input type="checkbox"/> Yes

**Please send original Financial Summary, copy of last Bank Statement, and Group Check totaling line 29 on page 1 within one week following the meeting date to:**



Stonecroft  
PO Box 8900  
Kansas City, MO 64114  
Telephone: 800.525.8627 913.766.9100  
Email: connections@stonecroft.org



Please note, if you do not have an understanding of Excel software,  
please feel free to continue to use the hard copies of the Financial Summaries.

These are the instruction for using this spreadsheet:

- 1 The entire document has been formatted so the user can only enter data in certain open cells. They are all marked in light green.
- 2 All the areas marked in beige are formulas. All the areas marked in light blue are for office use.
- 3 The tabs are set up to match the pages on the Financial Summary.
- 4 Begin on tab "Pages 2-3" and enter the donor information. Begin in row 7, column B.  
There are three rows in each box. Use the first row for the donor's complete name, then hit return.  
On the second row, enter their street address, then hit return.  
On the third row, enter their city, state and zip. Then hit return, you are ready for the next donor in the next box.  
Enter the dollar amount donated in any of the three rows in the proper columns.  
If you need more lines, go to tab "Additional Donors" and the additional information will automatically be added to tab "Pages 2-3."  
Do not carry over the totals from tab "Pages 2-3" to the top of tab "Additional Donors."
- 5 Next, complete tab "Page 4," this information will be brought forward to "Page 1" automatically.
- 6 On tab "Page 4," in the boxes to mark Yes or No (row 6, columns F & H), simply insert an X in the formula bar in the space where it opens up.  
If you happen to delete the word "Yes" or "No", it is not a problem. Just have an X in the appropriate box.
- 7 Sometimes, Line 6 (row 27, column M) is more or less than line 5 (row 25, column K). Line 6 is what you actually collected for the meals.  
Line 5 is for information to see if the proper amount has been collected.
- 8 On tab "Page 4," at Row 46, Column N (line 12), there is a box with the word 'Yes' in beige. If Line 12 agrees exactly with Line 7 above,  
this box will automatically mark 'Yes.' If it does not, it will automatically mark 'No.'
- 9 On tab "Page 1," at Row 42, Column H (line 26), there is a box with a number in it. You need to type into this box your reserve allowance.
- 10 On tab "Page 1," on occasion, you may need more "Other" lines in the expense area. The area D19 to H26 is not protected.  
You may type in these boxes any information you need to communicate.
- 11 If you have opened this spreadsheet in "xlsm" format, you may print all the pages with a single stroke. Hold down the Ctrl button  
and hit the "W" button. This is a macro designed to print all the pages.  
Note: One can always print each page separately without using the macro. If you need to print the tab "Additional Donors,"  
print this page separately with a manual print command - under "File/Print."
- 12 If you do not have a color printer or want to print this in black & white, that works as well.
- 13 If you have any questions about the Financial Summary, email the Group Finances Team at [groupfinances@stonecroft.org](mailto:groupfinances@stonecroft.org).
- 14 If you have any questions about the format of the spreadsheet, formulas, or Excel-type questions,  
email the Group Finances Team at [groupfinances@stonecroft.org](mailto:groupfinances@stonecroft.org).
- 15 This spreadsheet is designed to use with the protected formulas. If you need a Financial Summary to fill out by hand,  
please use the printed forms supplied by the Home Office. Contact us at [connections@stonecroft.org](mailto:connections@stonecroft.org) or call 800.525.8627

W Macro for printing.