

NEW Financial Summary Reporting

An easier way to report revenue, expense, and results of group meetings.

Complete and submit your report - by **EMAIL!**

Done in 15 minutes or less (a little more if you are reporting receiptable donations).

Just fill in the cells highlighted in PURPLE and let the workbook do the math.

It is that easy!

Step 1: On page 1, fill in the required information. If received, enter receiptable donation information.

Step 2: On page 2, type in the required income and expense information (purple cells only).

Step 3: Confirm the ending report balance, LINE #16, matches your checkbook register. Correct as needed if numbers do not match.

Step 4: Email this form and your monthly bank statement to: groupfinances@stonecroft.org.

Step 5: Mail the group check to: PO Box 8900 Kansas City, MO 64114.

Need help? You will find an easy-to-follow video tutorial online at www.stonecroft.org/group-finances/

If you have questions after viewing the tutorial, please email Group Finances at groupfinances@stonecroft.org.

FINANCIAL SUMMARY & STATS

REQUIRED INFORMATION

Official Group Name/Number:	Meeting Date	MINISTRY RESULTS	
	-	Total attendance	
		Number of decisions for Christ	
		Number of first-time attendees	
Financial Coordinator:		Gospel shared? (Yes or No)	
		Number of SBS or small groups offered	

RECEIPTABLE DONATIONS

Please include all receiptable donations of **\$10 or more** given by **cash or check**.

NATIONAL Donations	LOCAL Donations	"All donations will be used where most needed to multiply the number of women sharing Jesus as a lifestyle."	For Office Use Only
\$ -	\$ -	Line 1 - First and Last Name Line 2 - Street Address Line 3 - City, State Zip Line 4 - Phone # Line 5 - Email address	
\$ -	\$ -		

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\$ -	\$ -		

TOTAL BALANCE SHEET

Official Group Name/Number:

Meeting Date

0

-

1 TOTAL STARTING BALANCE:

1

LOCAL INCOME:

2 Ticket sales:

+
2

3 Local donations:

3

4 Remaining deposit total:

4

=

5 TOTAL LOCAL FUNDS:

5

LOCAL EXPENSES:

6 Meal expense paid to venue:

6

7 All other local expenses:

7

-

8 TOTAL LOCAL EXPENSES:

8

NATIONAL DONATIONS:

9 Receiptable National donations:

9

10 Non-Receiptable donations:

10

+

11 TOTAL NATIONAL DONATIONS:

11

=

12 BALANCE AFTER EXPENSES ARE PAID:

12

13 Enter amount of approved local reserve:

14 Additional funds sent to Stonecroft:

15 TOTAL TO BE SENT TO STONECROFT BY GROUP CHECK:

14
15

16 TOTAL AMOUNT REMAINING IN LOCAL RESERVE:

16

OFFICE USE ONLY

FOR OFFICE USE ONLY

Date report sent to Stonecroft:

TOTAL BALANCE SHEET

Official Group Name/Number:

Meeting Date

1 TOTAL STARTING BALANCE:

1

LOCAL INCOME:

+

2 Ticket sales:

2

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12 BALANCE AFTER EXPENSES ARE PAID:

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13 Enter amount of approved local reserve:

14 Additional funds sent to Stonecroft:

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15 TOTAL TO BE SENT TO STONECROFT BY GROUP CHECK:

15

16 TOTAL AMOUNT REMAINING IN LOCAL RESERVE:

16

OFFICE USE ONLY

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Date report sent to Stonecroft:

- [A] From last Financial Summary, Line 16.
- [B] Exact amount collected from ticket sales.
- [C] Total amount of local receiptable donations of \$10 or more (from page 1)
- [D] Local non-receiptable donations + miscellaneous income
- [E] Calculate: [A] + [B] + [C] + [D]
- [F] Exact amount paid to venue for meal expense
- [G] Total expenses recorded in checkbook register for the month (minus meal expense)
- [H] Calculate: [F] + [G]
- [I] Total amount of national receiptable donations of \$10 or more (from page 1)
- [J] Any non-receiptable donations and donations less than \$10
- [K] Calculate: [I] + [J]
- [L] Calculate: [E] + [H] + [K]
- [M] Use this line for any additional funds sent to Stonecroft greater than [K]
- [N] Group check amount to be sent to Stonecroft
- [O] Must agree with checkbook register balance after Financial Summary transactions are completed -
CANNOT BE GREATER THAN \$1000
- [P] Local reserve limit agreed upon by group + Stonecroft