



# STONECROFT FUNDRAISING EVENT FINANCIAL SUMMARY

**PLEASE READ INSTRUCTIONS on back page BEFORE COMPLETING THIS SUMMARY**

Official Group Name	Group Number	Meeting Date

(Please use city and state in Group's name)

**LIST BELOW ONLY FUNDS COLLECTED AT THE FUNDRAISING EVENT.** All other income, expenses, and contributions are to be listed on the regular Financial Summaries sent to the Home Office.

**PLEASE TYPE OR PRINT CLEARLY.**

Financial Coordinator (or person preparing this summary in absence of Financial Coordinator)

Name			
Address			
City	State	Zip Code	
Telephone Number			
Email Address			

### NONRECEIPTABLE FUNDS

**PROCEEDS FROM SALES** at Country Fairs, Silent Auctions, Craft Fairs, Bazaars, etc.

Office Use Only

1 Total amount of checks and credit cards for purchases	1				
2 Total amount of cash for purchases	2				
3 Total of lines 1 and 2	3	\$ -			
4 <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span> (See instructions at 6 A vi.)	4				
5 TOTAL PROCEEDS FROM SALES (Subtract line 4 from line 3)	5	\$ -			
6 Loose Cash Contributions	6				
7 SUBTOTAL (Add lines 5 and 6)	7	\$ -			


### RECEIPTABLE FUNDS

8 TOTAL DONATIONS LISTED ON RECEIPTABLE CONTRIBUTION LIST (Total of pages 2 and 3)	8	\$ -			
9 TOTAL FUNDS COLLECTED (Add lines 7 and 8)	9	\$ -			
10 FUNDS KEPT FOR LOCAL USE - UP TO 10% OF LINE 9 (Transfer line 10 to Local Financial Summary line 6)	10				
11 TOTAL TO BE SENT TO THE HOME OFFICE (Line 9 minus line 10)	11	\$ -			

**BEFORE WRITING GROUP CHECK, please figure the following:**

12	<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Amount to be sent to national office (line 11)
13	<span style="border: 1px solid black; padding: 2px;"></span>	Deduct total amount of credit cards enclosed
14	<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Write group check from local account for this amount

**TWO SIGNATURES REQUIRED:**

Financial Coordinator \_\_\_\_\_

Verified Signature \_\_\_\_\_

Date report sent to Home Office

FOR OFFICE USE ONLY

# RECEIPTABLE CONTRIBUTIONS

Please include all receiptable gifts given by check or cash.

		FUNDRAISING EVENT	
		(Do NOT list checks for Purchases)	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		
This spread sheet will automatically total the columns and transfer them to the appropriate tabs (Page 1, line 8).		\$	-

Total of each column is done by formula.



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 instructions 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 Fundraising Event - Financial Summary.
- 4 If you have charitable contributions, begin on tab "Page 2-3" and enter the donor information. Begin in row 7, column B.
  - A. There are three rows in each box. Use the first row for the donor's complete name, then hit return.
  - B. On the second row, enter their street address, then hit return.
  - C. On the third row, enter their city, state and zip. Then hit return, you are ready for the next donor in the next box.
  - D. Enter the dollar amount donated in the Fundraising column (column E).
  - E. 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" (cell E56) to the top of tab "Additional Donors" (cell E9).
- 5 Next, complete tab "Page 1". Data from tab "Page 2-3" will automatically be carried forward to Line 8.  
**ONLY FUNDS RECEIVED FROM THE FUNDRAISING EVENT are to be reported on this form.** All other group income, expenses, and contributions are to be listed on the regular Financial Summary. **This form is to accompany the regular Financial Summary for the month.** It does not replace the monthly summary.
- 6 PROCESS NONRECEIPTABLE FUNDS including proceeds from sales at Country Fairs, Silent Auctions, Craft Fairs, Bazaars, etc.; and money received as loose cash from contributions for the Fundraising Event.
  - A. **Process funds received from sales. KEEP CHECKS, CREDIT CARDS, AND CASH FROM SALES SEPARATE FROM ALL CONTRIBUTION FUNDS. According to the IRS, if a nonprofit organization receives payment for merchandise, meals, etc., that amount cannot be receipted for a tax donation.**
    - i. In the boxes for the Group Name, Group Number and Meeting Date, please fill in the appropriate information as these boxes are unprotected.
    - ii. In the boxes for the Financial Coordinator's personal contact information, please fill in the appropriate information as these boxes are unprotected.
    - iii. Record total of checks and credit cards used for purchases on LINE 1 (cell J22).
    - iv. Record total of cash for purchases on LINE 2 (cell J23).
    - v. Line 3 (cell J24) will automatically total Lines 1 and 2.
    - vi. If expenses incurred for the Fundraising Event (Country Fair, etc.) are to be paid from the proceeds from sale of items purchased, the **total amount** used to pay these expenses should be recorded on LINE4 (cell J25) as a negative number.
      - a. The Financial Coordinator needs to transfer the amount on LINE 4 (cell J25) of this report to LINE 5 on the **regular "Financial Summary"** as Local Income.
      - b. The sales event expenses being paid should be listed as Local Expenses (on LINE 15 or 16) on the **regular "Financial Summary"** if they have not been listed as expenses on previous reports.
    - vii. Checks for purchases should be deposited in the group's local bank account.
  - B. **If any contributions (not purchases) are given for the Fundraising Event, process as follows:**
    - i. **Separate the loose cash contributions** from donations that are to be receipted. Donations that include the name and address of the donor are receipted by the Home Office. Count the loose cash contributions and record amount on LINE 6 (cell L29). **DO NOT MIX THIS LOOSE CASH WITH CASH FROM RECEIPTABLE DONATIONS OR FROM PURCHASES.**
    - ii. LINE 7 (cell N30) automatically adds LINE 5 and 6.
    - iii. LINE 8 (cell N32) automatically brings the total over from Page 2-3 (cell E56).
    - iv. LINE 9 (cell N34) automatically adds LINES 7 and 8.
    - v. LINE 10 (cell N36) is for the amount the local group wants to retain, up to 10%. You will need to calculate this number and insert it here as a negative number.
    - vi. LINE 11 (cell N38) automatically totals LINE 9 (cell N34) and 10 (cell N36).
    - vii. LINE 12 (cell E43) will automatically bring down the total from Line 11 (cell N 38).
    - viii. Record on LINE 13 (cell E44) the total amount of credit card sales. Send the credit card information with this report to be processed by the Home Office.
    - ix. Write group check from the Local Reserve Account for the amount on LINE 14 (cell E45).

- C. **This summary is to be completed, verified, and signed by two people.** Send a print out of this form, credit card envelopes, and a check totaling LINE 11 (cell N38) to the Stonecroft Home Office with the regular Financial Summary this month. The Financial Coordinator should keep one copy with other monthly reports.
- i. If you do not have a color printer or want to print this in black & white, that works as well.
- 7 If you have any questions about the Financial Summary, email Mandy Coltharp at [mcoltharp@stonecroft.org](mailto:mcoltharp@stonecroft.org), or by phone at 913.766.9218 or 800.527.8627 ext. 8218.
- 8 If you have any questions about the format of the spreadsheet, formulas, or Excel-type questions, email Group Finances at [groupfinances@stonecroft.org](mailto:groupfinances@stonecroft.org) or 800.527.8627 ext. 8861.
- 9 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. They are also available by contacting our Connections department at [connections@stonecroft.org](mailto:connections@stonecroft.org).



PO Box 8900 Kansas City, MO 64114

Telephone: 800.525.8627 Fax: 913.766.9101 [stonecroft.org](http://stonecroft.org)