

SUMMARY OF ASSOCIATION FINANCES

TO: Chair of Association Volunteers/Association Treasurer

FROM: Deborah Goldsmith, Chief Operating Officer

RE: SUMMARY OF ASSOCIATION FINANCES

The Summary of Association Finances form is part of the Association's Plan of Work. It is important for an Association to keep accurate records of income and expenses. When preparing your Plan of Work, consider what money the Association will need and where the money will come from. Additionally, the plan needs to include the Association's allocations for Recognitions, Recruitment and Financial Assistance as well as your Association events. It is recommended that a financial report be an agenda item at Service Team meetings, Leader meetings, and the Annual Association meeting.

The completed form should be submitted to your Team Manager at the Service Center no later than **June 30th**.

In addition to the Summary of Association Finances we are again asking that copies of the **SUMMARY OF TROOP FINANCES**, which are submitted to you, be forwarded to the Service Center.

If you should have any questions, please do not hesitate to contact me directly at 741-2550 ext. 211.

Thank you for your cooperation.



Girl Scouts of Nassau County, Inc.
110 Ring Road West
Garden City, NY 11530-3296
T 516.741.2550 F 516.741.2207
www.gsnc.org

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____/____ TO ____/____

Instructions: Complete all parts of this form accurately and legibly. Submit original to Girl Scouts of Nassau County, Inc. and retain a copy for Association records. Submit no later than June 30.

Send original to your: Team Manager,
Girl Scouts of Nassau County
110 Ring Road West, Garden City, New York 11530

ASSOCIATION _____

CHECKING ACCOUNT # _____

BANK _____ BRANCH _____

EXACT NAME OF ACCOUNT (AS IT APPEARS ON THE CHECK):

AUTHORIZED SIGNERS:
(Please print)

_____ POSITION

_____ POSITION

_____ POSITION

* If your Association also has a savings account –please attach name of bank, branch & account #

