

# Guide to Submitting Your Annual Financial Report Using the VTK Finance Tab

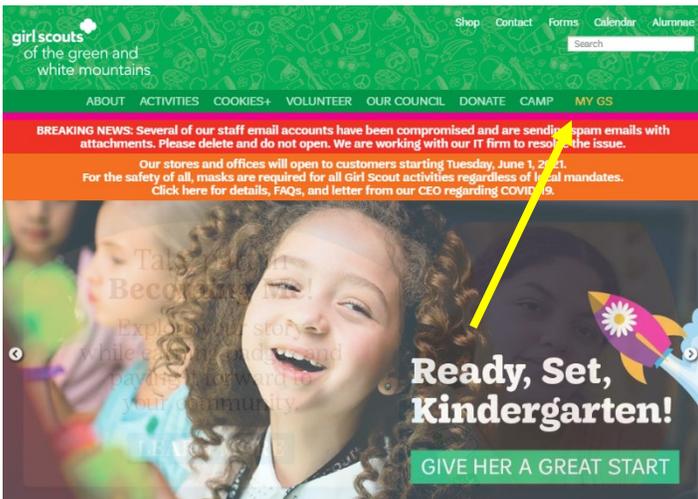
Thank you for volunteering for Girl Scouts and being a good steward of girls' money! This guide will help you compile and submit your troop's Annual Financial Report (a report documenting troop income and expense transactions) from **June 1 to May 30**. **The Financial Report must be submitted by June 30.**

The year-round responsibilities of being the trustee of the girls' money include keeping up-to-date and accurate financial records, collecting and saving all receipts and bank statements, and maintaining the detailed accounting of all expenses and income. This should be completed on an ongoing basis and throughout the year. The best and easiest way to do this is to start on June 1 of each year using the Detailed Account Record (DAR) that is available (in a downloadable Excel or Google sheet format) in the [Troop Packet](#) and is due when you submit the Annual Finance Report.



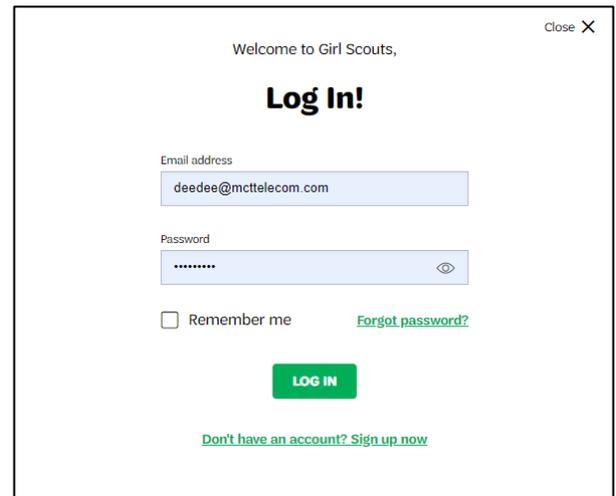
You can also find a short video tutorial on how to complete the Financial Report using the Finances Tab [here](#).

## Let's Begin



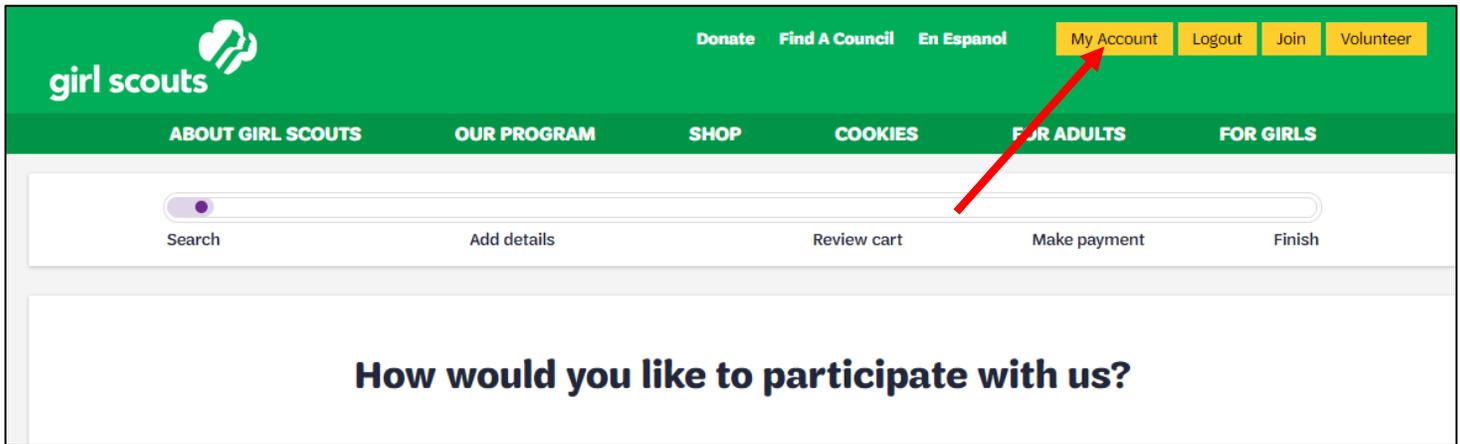
**Step 1:** Go to [www.girlscoutsgwm.org](http://www.girlscoutsgwm.org)

**Step 2:** Click on the **"MY GS"** tab

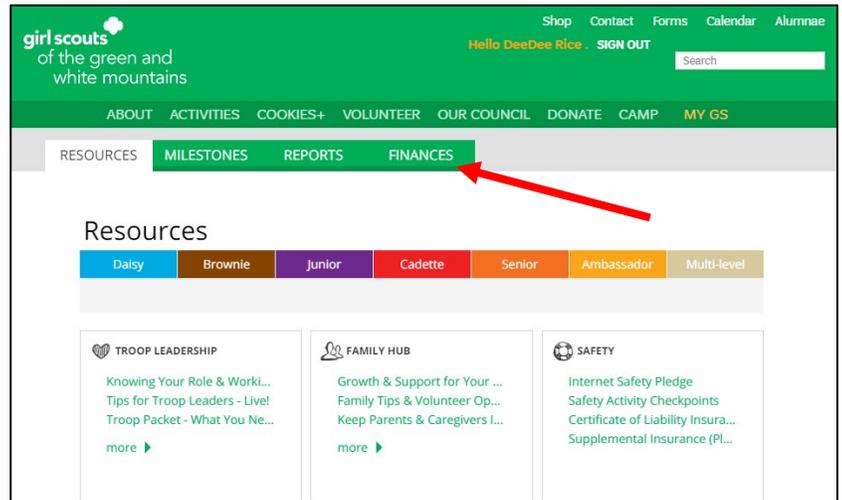
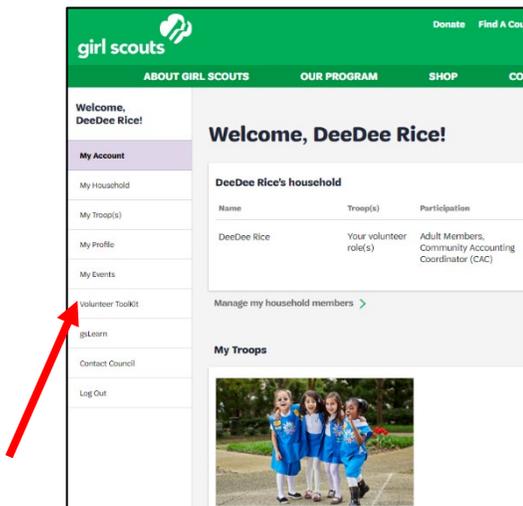


**Step 3:** Enter your email address and password.

If you have trouble logging in, contact Customer Care at 888-474-9686 for assistance.



**Step 4:** Select “My Account”



**Step 5:** Click on **Volunteer Toolkit**

**Step 6:** Then click on “Finances” tab

**Complete the INCOME and EXPENSES sections by inputting the totals in each category.**  
**HINT:** Totals can be found on tab 4 of the Annual Financial Report in the Excel or Google sheet.

Girl Scouts of the Green and White Mountains  
**ANNUAL TROOP/GROUP FINANCIAL REPORT**  
 May 1, 2019 to April 30, 2020

Troop Number \_\_\_\_\_  
 Community/Service Unit Number \_\_\_\_\_

<b>Beginning Balance</b>	\$293.77
<b>Income (Money Received)</b>	
10 Troop/ Group Registration/ Family Partnership	_____
20 Troop/ Group Sponsorship	_____
30 New Troop/ Group Funds	_____
40 Dues	_____
41 Cookie Sales	_____
42 Fall Product Sales	_____
43 Other Money Earning Projects	_____
44 Other Income (Badges, parent donations, interest, etc)	\$20.00
<b>Total Income Received + Beginning Balance</b>	<b>\$313.77</b>
<b>Expenses (Money Spent)</b>	
10 Troop/ Group Registration/ Family Partnership	_____
31 Return of New Troop/ Group Funds	_____
48 Council Cookie Proceeds	_____
49 Council Fall Product Proceeds	_____
50 Juliette Low World Friendship Fund	_____

Directions | Q&A | Detail Account Record | **Financial Report** | +

**INCOME**

Your updates are automatically saved but not submitted to the Council.  
 If there is no value for an item, leave the field at 0.00

INCOME LAST UPDATE  
 03/15/2018, 6:56:17 PM  
 SANDRA KANE

Beginning Balance	\$ 293.77	<a href="#">Council Detail</a>
10 Troop/Group Registration	\$ 0.00	<a href="#">Council Detail</a>
20 Troop/Group Sponsorship	\$ 0.00	<a href="#">Council Detail</a>
30 New Troop/Group Funds	\$ 0.00	<a href="#">Council Detail</a>
40 Dues	\$ 0.00	<a href="#">Council Detail</a>
41 Cookie Sales	\$ 0.00	<a href="#">Council Detail</a>
42 Fall Product	\$ 0.00	<a href="#">Council Detail</a>
43 Other Money Earning Projects	\$ 0.00	<a href="#">Council Detail</a>
44 Other Income	\$ 20.00	<a href="#">Council Detail</a>
<b>Total Income</b>	<b>\$ 313.77</b>	

[+ Add a note on Troop INCOME \(optional\)](#)

**EXPENSES**

If there is no value for an item, leave the field at 0.00

**Step 7:** Use the information from Tab 4 to fill in the corresponding fields in the VTK Finance Form for both income and expenses.

**INCOME**

Your updates are automatically saved but not submitted to the Council.  
 If there is no value for an item, leave the field at 0.00

INCOME LAST UPDATE  
 03/16/2018, 3:40:40 PM  
 SANDRA KANE

10 Troop/Group Registration	\$ 320.00	<a href="#">Council Detail</a>
20 Troop/Group Sponsorship	\$ 0.00	<a href="#">Council Detail</a>
30 New Troop/Group Funds	\$ 0.00	<a href="#">Council Detail</a>
40 Dues	\$ 50.00	<a href="#">Council Detail</a>
41 Cookie Sales	\$ 1,438.52	<a href="#">Council Detail</a>
42 Fall Product	\$ 468.96	<a href="#">Council Detail</a>
43 Other Money Earning Projects	\$ 54.00	<a href="#">Council Detail</a>
44 Other Income	\$ 20.00	<a href="#">Council Detail</a>
<b>Total Income</b>	<b>\$ 2,351.48</b>	

[+ Remove Note](#)

44 other income was credit from GSGWM for early registration incentive  
 Dues collected from 10 girls - \$5 per girl  
 8 girls memberships paid, parents gave money to troop to purchase membership

4 characters

**Helpful Hints** - Click on the green “Council Detail” link for an explanation of what the income or expense category may include

Click on the green “Add a note on Troop INCOME (optional)” link to add information or an explanation.

Your entries are automatically saved throughout the report.

**Step 8:** Complete the Financial Summary section by inputting your starting bank balance.

**Step 9:** Complete the Bank Information section by inputting your bank account and signer information.

FINANCIAL SUMMARY		LAST UPDATE 03/16/2018 3:24:48 PM SANDRA KANE
2017 - 2018		
Starting Balance	\$ 293.77	
Income	\$ 2,351.48	
Expenses	\$ 107.67	
Ending Balance	\$ 2,537.58	

From the Council  
Existing Troops: your starting balance this year should be the same as your ending balance the last time you completed your financial report.  
New Troops: your starting balance should be the balance with which you opened your bank account.

+ Add a note on the Troop's financial summary

Parents see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.

Submit the Troop Finance Report by May 31, 2018

BANK INFORMATION LAST UPDATE

Checking Account Required

Bank Name

Branch Name

Last 4 accounts #s

**Step 10:** Complete the Council Notes and Questions for Troops Section.

We encourage all leaders to answer all questions since all responses are very helpful to ensure that we are doing our best to support our leaders and provide programming for our girls.

COUNCIL NOTES AND QUESTIONS FOR TROOPS

Troop Status *Required*

What is the status of Troop ##### for the next membership year?

Returning  Merge With Another Troop  Disbanding  Not Sure

Troop Service Unit

Service Unit Name  Number

Council Note for all Troops

What activities and trips did your troop participate in this year? Was there something that the troop really enjoyed and would suggest to other troops? Is there a project or activity that you would like us to highlight and share with other troops?

+ Your response to the council  
*Required*

Council Note for all Troops

What is the ending balance on your troop account? What is the long range plans for this balance?

+ Your response to the council  
*Required*

Council Note for all Troops

Do you have a debit card for this troop account? Do you have checks for this troop account?

Preview and Publish

Preview your finance report as Volunteers will see it and decide if you're ready to publish.

PREVIEW FINANCE REPORT

LAST UPDATE 03/15/2018, 7:07 PM

**Step 11:** Preview your report and check for errors.

Send report to Council: Due May 31, 2018

Person who is sending the report

Name Sandra Kane

Troop Troop 12107

Report Sent March 15, 2018

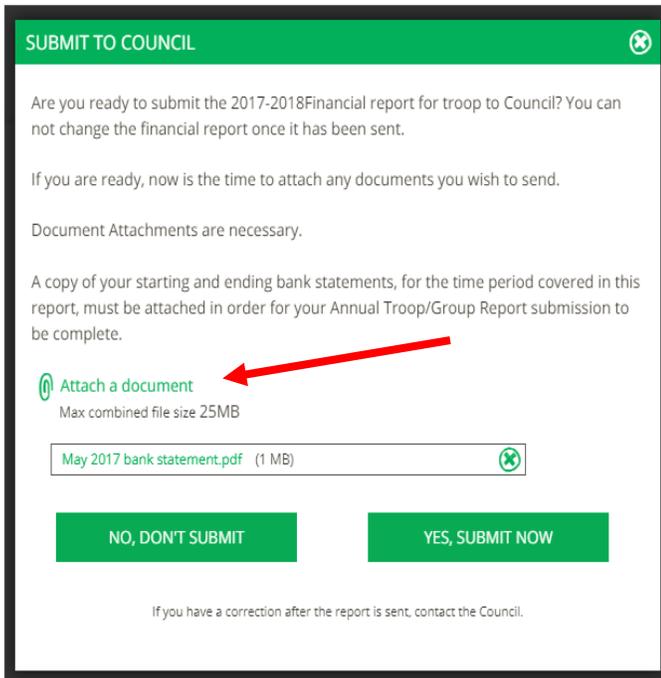
⚠ Check that your information is correct. You cannot change the finance report once it's been sent. If you have a correction, you'll have to contact the Council.

Any documents you want to send can be attached after you select "SEND TO COUNCIL"

SEND TO COUNCIL

Your information is safe

**Step 12:** When you are ready to submit the report you will click on the SEND to COUNCIL button. On the next screen you will be able to attach the supporting documents.



**SUBMIT TO COUNCIL**

Are you ready to submit the 2017-2018 Financial report for troop to Council? You can not change the financial report once it has been sent.

If you are ready, now is the time to attach any documents you wish to send.

Document Attachments are necessary.

A copy of your starting and ending bank statements, for the time period covered in this report, must be attached in order for your Annual Troop/Group Report submission to be complete.

**Attach a document**  
Max combined file size 25MB

May 2017 bank statement.pdf (1 MB)

**NO, DON'T SUBMIT**      **YES, SUBMIT NOW**

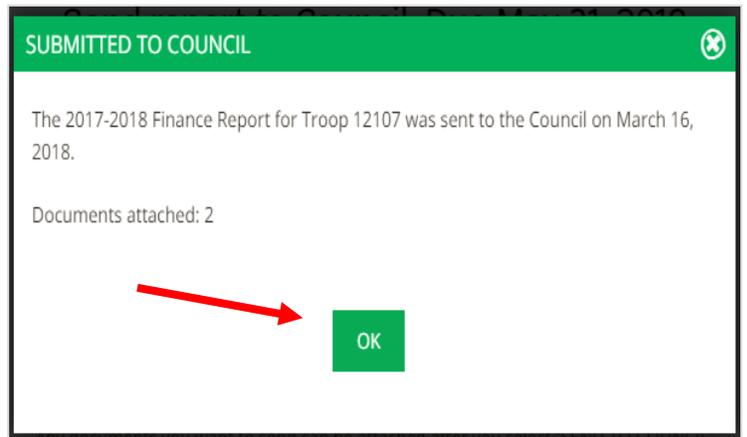
If you have a correction after the report is sent, contact the Council.

**Step 13:** After you have clicked to submit your report to council, you will be asked to attach documents to the report. **Our council requires that you submit a copy of your May bank statement AND your Detailed Account Record (DAR), your checkbook registry, or a copy of whatever type of process you used to record all income and expenses.**

They can be scanned and attached as a file or a picture can be taken on your smartphone and attached that way. **Your report is not complete until these documents have been attached.**

**Step 14 and Final Step:** Once you have submitted your report you will see a confirmation screen. Click OK to complete and continue.

Note: We will not receive your report until this last step has been completed.



**SUBMITTED TO COUNCIL**

The 2017-2018 Finance Report for Troop 12107 was sent to the Council on March 16, 2018.

Documents attached: 2

**OK**

**Congratulations, you are all done...and thank you!**