

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**.

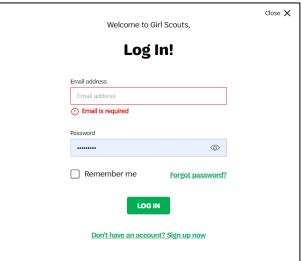
The year-round responsibilities of being the trustee of the girls' money include keeping up-to-date and accurate financial records, collecting and saving all receipts and bank statements, and maintaining the detailed accounting of all expenses and income. This should be completed on an ongoing basis 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 <u>Troop Packet</u> and is due when you submit the Annual Finance Report.



You can also find short video tutorials on how to complete the Financial Report in **gsLearn**.



Step 1: Go to <u>www.girlscoutsgwm.org</u> **Step 2:** Click on the "**MYGS**" tab **in the upper right corner and then select Log In.**



Step 3: Enter your email address and password.

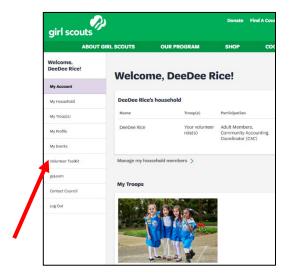
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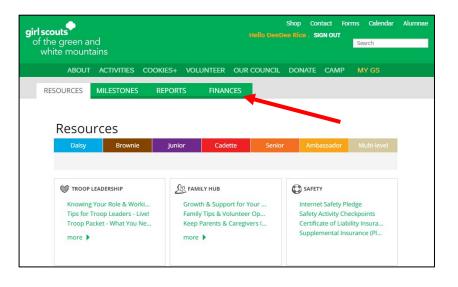
If you have trouble logging in, contact Customer Care at 888-474-9686 for assistance.

Let's Begin

girl s	couts		Donate	Find A Council En Esp	nanol My Account	Logout Join Vo	olunteer		
	ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	OR ADULTS	FOR GIRLS			
	• Search	Add details		Review cart	Make payment	Finish			
How would you like to participate with us?									

Step 4: Select "My Account"





Step 5: Click on Volunteer Toolkit

Step 6: Then click on the "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 your Excel or Google sheet.

Girl Scouts of the Green and White Mountains	INCOME	INCOME			
ANNUAL TROOP/GROUP FINANCIAL REPORT	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		
Troop Number			SANDRA KANE		
Service Unit Number	Beginning Balance	\$ 293.77	Council Detail		
	10 Troop/Group Registration	\$ 0.00	Council Detail		
Beginning Balance \$0.00	20 Troop/Group				
Income (Money Received)	Sponsorship	\$ 0.00	Council Detail		
10 Troop/ Group Registration					
20 Troop/ Group Sponsorship	30 New Troop/Group Funds	\$ 0.00	Council Detail		
30 New Troop/ Group Funds	Fullus				
40 Dues	40 Dues	\$ 0.00	Council Detail		
41 Cookie Sales	41 Cookie Sales				
42 Fall Product Sales	41 COOKIE Sales	\$ 0.00	Council Detail		
43 Other Money Earning Projects	42 Fall Product	\$ 0.00	Council Detail		
44 Other Income (Badges, parent donations, interest, etc)	43 Other Money Earning				
Total Income	Projects	\$ 0.00	Council Detail		
Expenses (Money Spent)	44 Other Income	\$ 20.00	Council Detail		
10 Troop/ Group Registration	Total Income	\$ 313.77			
31 Return of New Troop/ Group Funds		\$ 313.77			
48 Council Cookie Proceeds	Add a note on Troop IN	COME (optional)			
49 Council Fall Product Proceeds					
Directions Troop Survey Detail Account Record (DAR) Financial Report Summary (+)	EXPENSES				
	If there is no volve for on it	am lasus 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					
our updates are automatic there is no value for an ite			d to the Council.		
10 Troop/Group Registration	\$	320.00	Council Detail	INCOME LAST UPDATE 03/16/2018, 3:40:40 PM SANDRA KANE	Helpful Hints - Click on the green "Council De link for an explanation of what the income or e
20 Troop/Group 5ponsorship	\$	0.00	Council Detail		category may include
30 New Troop/Group Funds	\$	0.00	Council Detail		Click on the green "Add a note on Troop INCOM
10 Dues	\$	50.00	Council Detail		(optional)" link to add information or an explan
Cookie Sales	\$	1,438.52	Council Detail		(·······)
Fall Product	s	468.96	Council Detail		Vour optrice are outernatically coved through
3 Other Money Earning rojects	\$	54.00	Council Detail		Your entries are automatically saved throughour report.
44 Other Income	\$	20.00	Council Detail		
Total Income	\$	2,351.48			
Remove Note	-				
44 other income was credit f	rom GSGWM	for early registra	tion incentive		
Dues collected from 10 girls - 8 girls memberships paid, pa			europase assashaashia		
s giris memoerships paid, pa	arents gave n	ioney to troop to	purchase membership		

							LAST UPDATE
						03/16/2	018, 3:34:48 PM SANDRA KANE
017 - 2018							
Starting Balance	\$	293.77					
income	\$	2,351.48					
Expenses	\$	107.67					<u> </u>
inding Balance	\$	2,537.58					- I
rom the Council Existing Troops: your startin New Troops: your starting be	g balance this ye alance should be	ear should be the same as yo e the balance with which you	ur ending bala opened your l	nce the last time ank account.	e you completed	your financial rep	oort.
Add a note on the Troop	p's financial su	ummary					
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Submit the Tr	oop Fin	ance Report	by M	ay 31, 2	018		_
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Bank Name							
Branch Name							
ast 4 accounts #s							
ANCIAL SUMMARY							
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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.

COUNCIL NOTES AND QUESTIONS FOR TROOPS							
Troop Status Required							
What is the status of Troop ###### for the next membership year?							
Returning Merge With Disbanding Not Sure Another Troop							
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?							

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.

Preview and Publish	Send report to Council: Due June 30, 2022 Person who is sending the report				
Preview and Publish	Name DeeDee Rice				
Preview your finance report as Volunteers will see it and decide if you're ready to publish.	Troop Troop 58109- VTK Training Troop				
······ /······ /······· /·············	Report Sent June 14, 2022				
	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.				
PREVIEW FINANCE REPORT	Any documents you want to send can be attached after you select "Add Attachments & Send to Council"				
LAST UPDATE 03/15/2018, 7:07 PM	ADD ATTACHMENTS & SEND TO COUNCIL				
	Your information is safe 👸				

Step 11: Preview your report and check for errors.

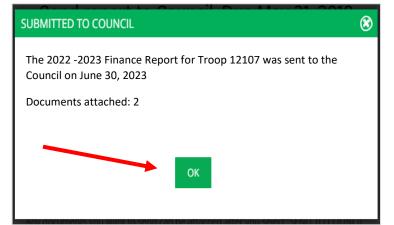
Step 12: When you are ready to submit the report you will click on the SEND to COUNCIL button. On the next screen you will be able to attach the supporting documents.

SUBMIT TO COUNCIL)
Are you ready to submit the 2022-2023 Financial Report to Council? You cannot change the report once it has been sent.	
If you are ready, now is the time to attach any documents you wish to send.	
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.	
(i) 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.



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