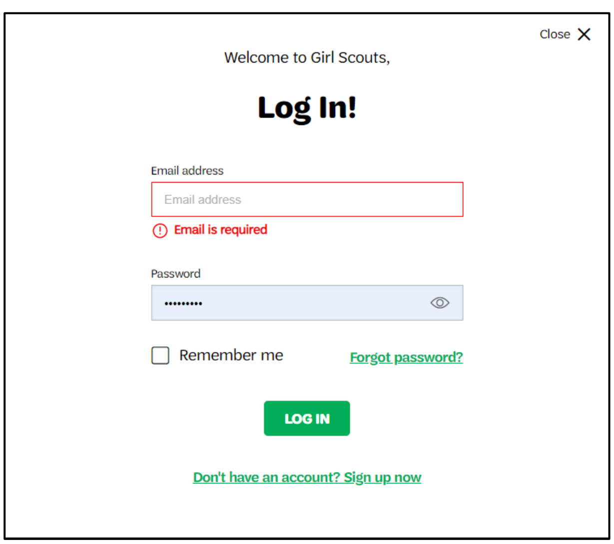
Guide to Submitting Your Annual Financial Report Using the VTK Finance Tab

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 31**. **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) in the **Troop/Group Financial Report** that is available (in a downloadable Excel or Google sheet format) in the **Troop Packet** under **Running Your Troop**, 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**.

Let's Begin

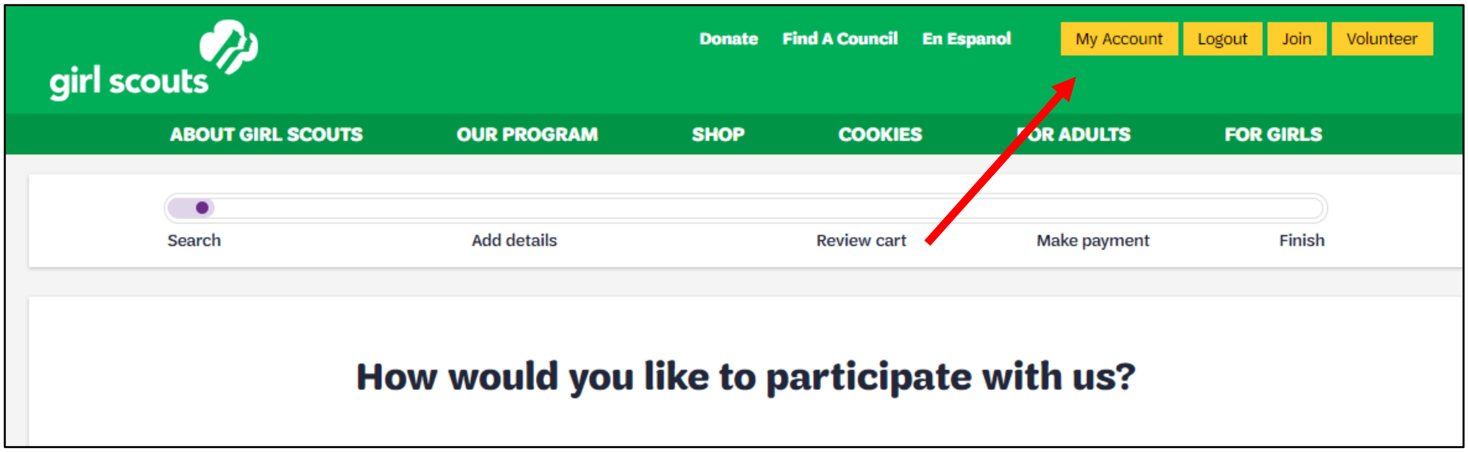


Step 1: Go to **www.girlscoutsgwm.org**

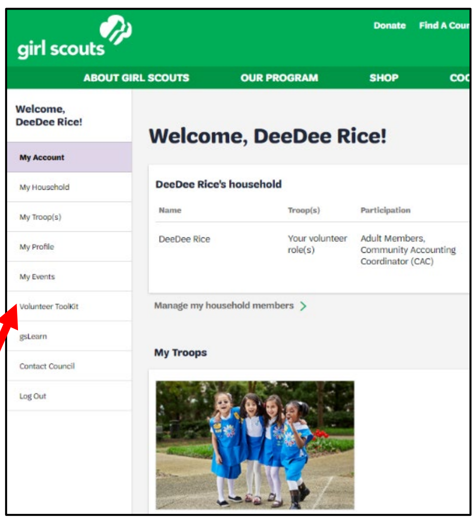
Step 2: Click on the "**MYGS**" tab in the upper right corner and then select **Log In.**

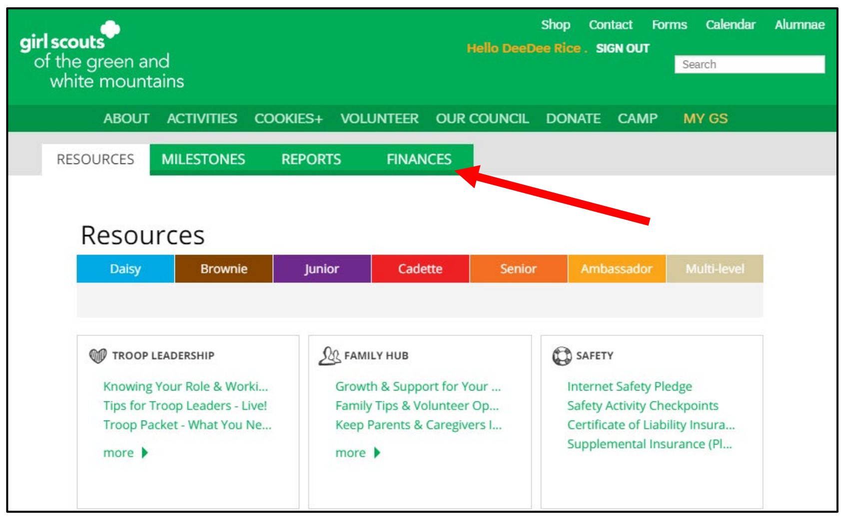
Step 3: Enter your email address and password.

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



Step 4: Select “**My Account**”

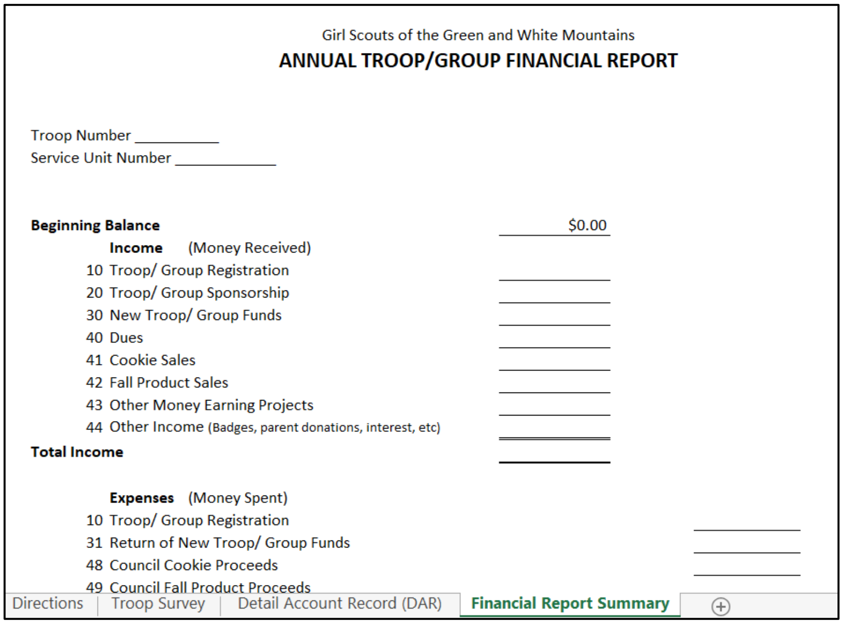


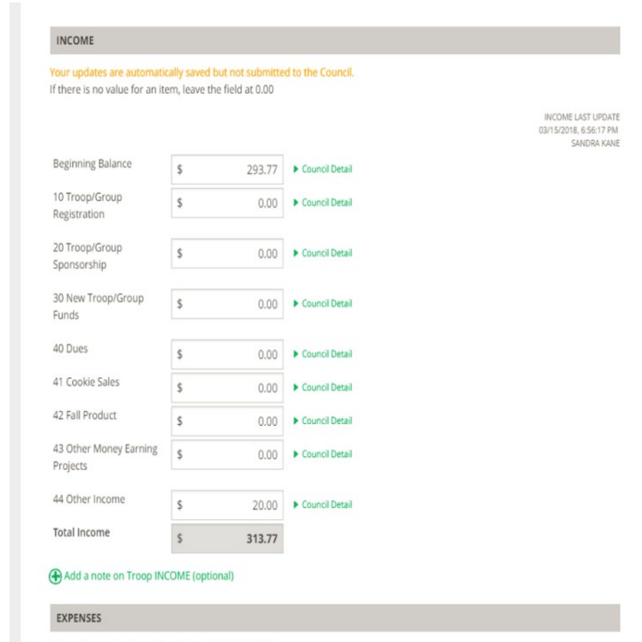


Step 5: Click on **Volunteer Toolkit**

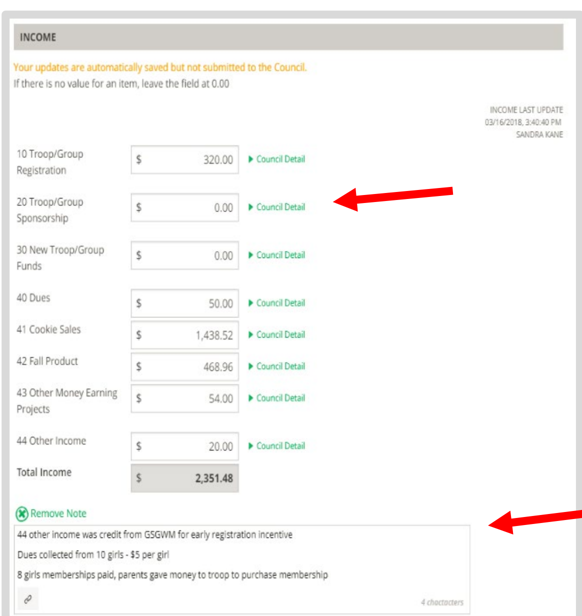
Step 6: Then click on the “Finances” tab

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.





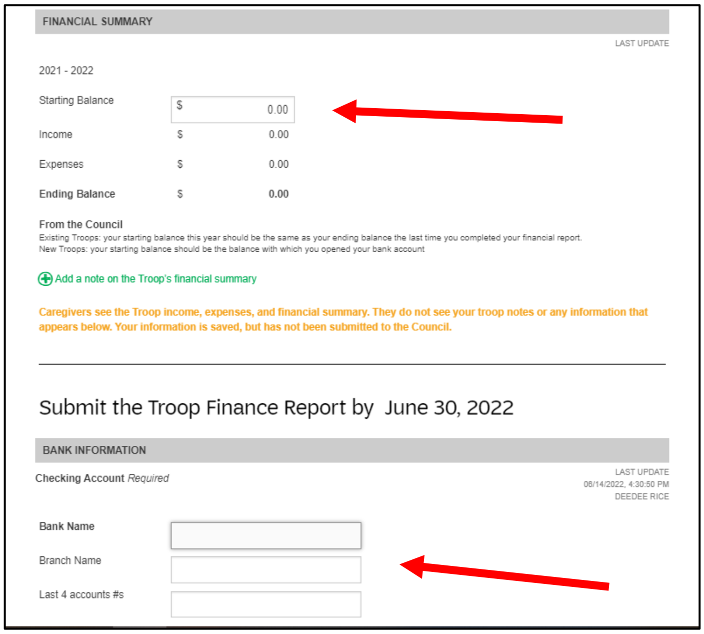
Step 7: Use the information from Tab 4 to fill in the corresponding fields in the VTK Finance Form for both income and expenses.



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

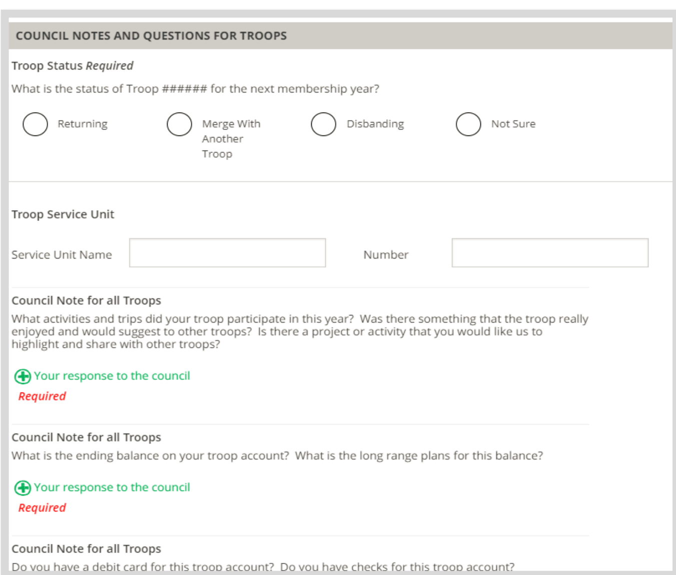
Click on the green "Add a note on Troop INCOME (optional)" link to add information or an explanation.

Your entries are automatically saved throughout the report.



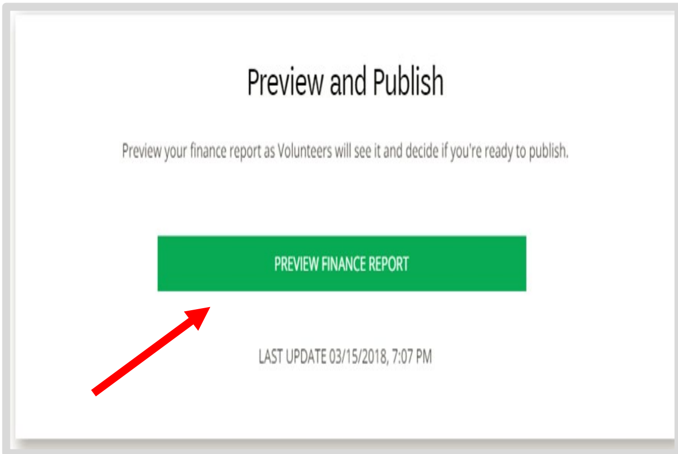
Step 8: Complete the Financial Summary section by inputting your starting bank balance.

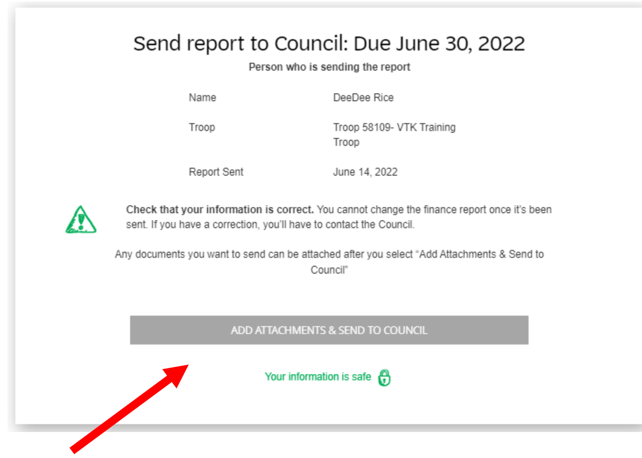
Step 9: Complete the Bank Information section by inputting your bank account and signer information.



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

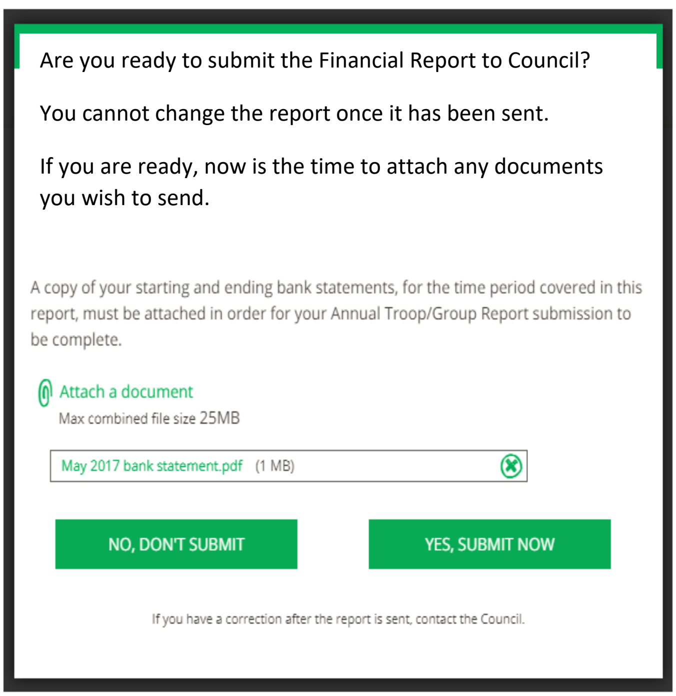
We encourage all leaders to answer all questions since all responses are very helpful to ensure that we are doing our best to support our leaders and provide programming for our girls.





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.



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!