girl scouts of the green and white mountains

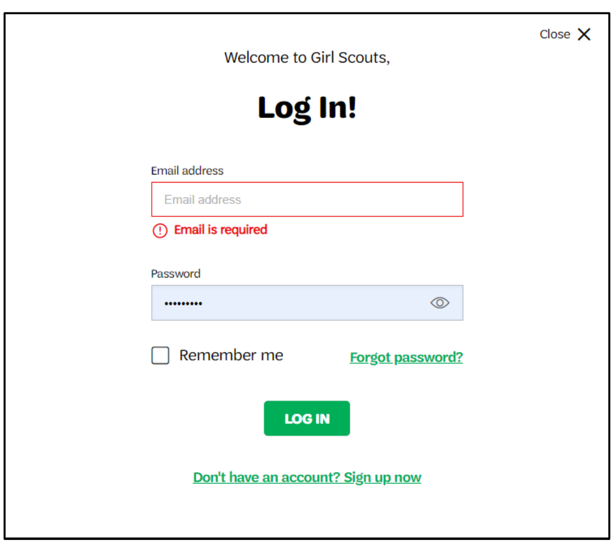
Guide to Submitting Your Annual Financial Report Using the VTK Finance Tab

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

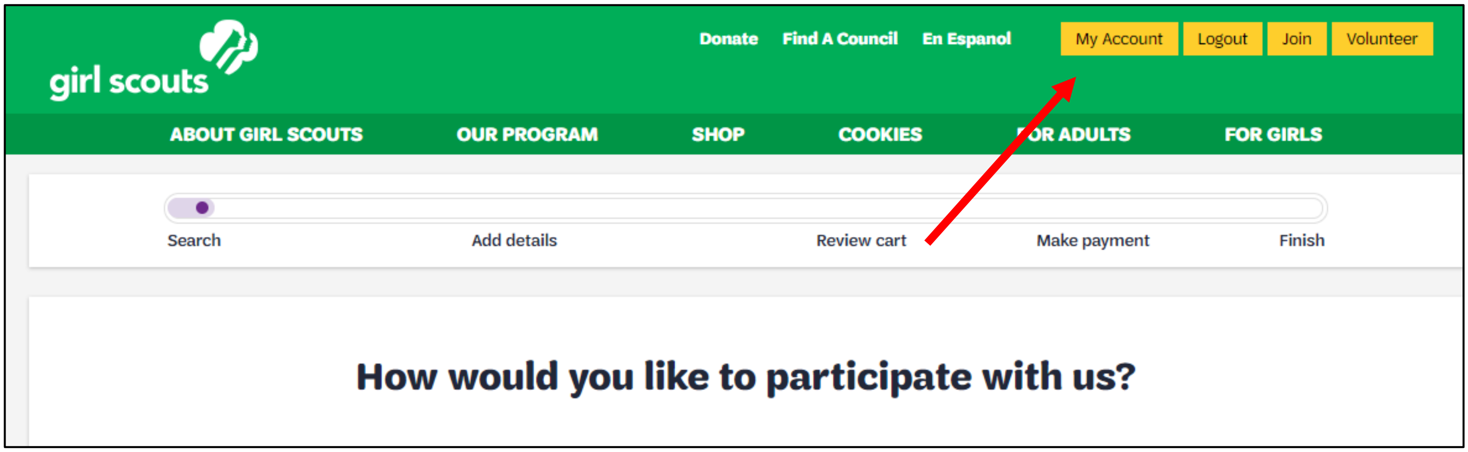


Step 1: Go to **www.girlscoutsgwm.org**

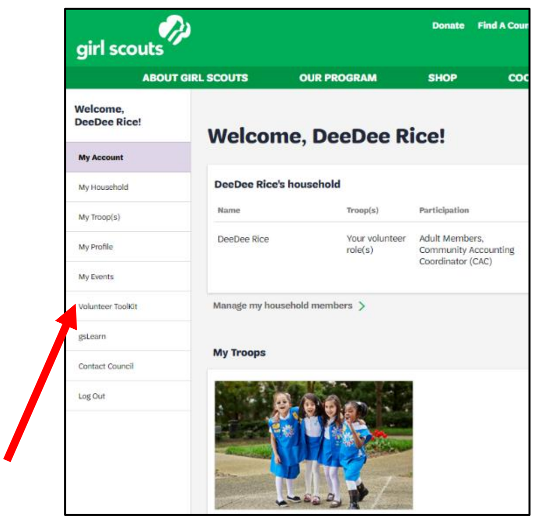
Step 2: Click on the "**MYGS**" tab in the upper right corner and then select **Log In.**

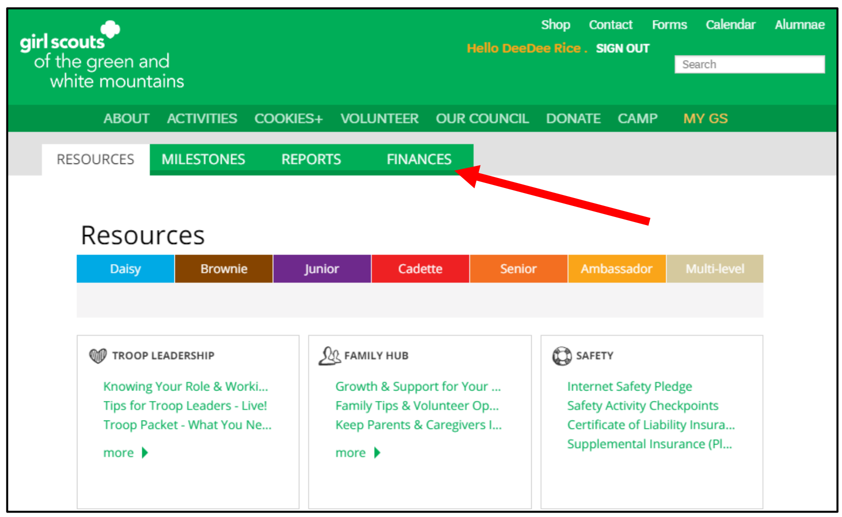
Step 3: Enter your email address and password.

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



Step 4: Select "**My Account**"

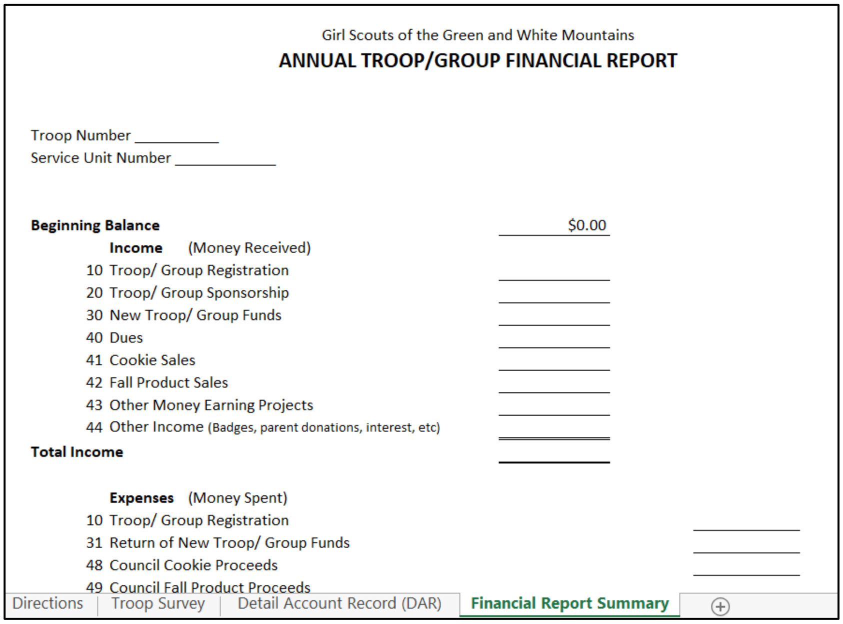




Step 5: Click on **Volunteer Toolkit**

Step 6: Then click on the "Finances" tab

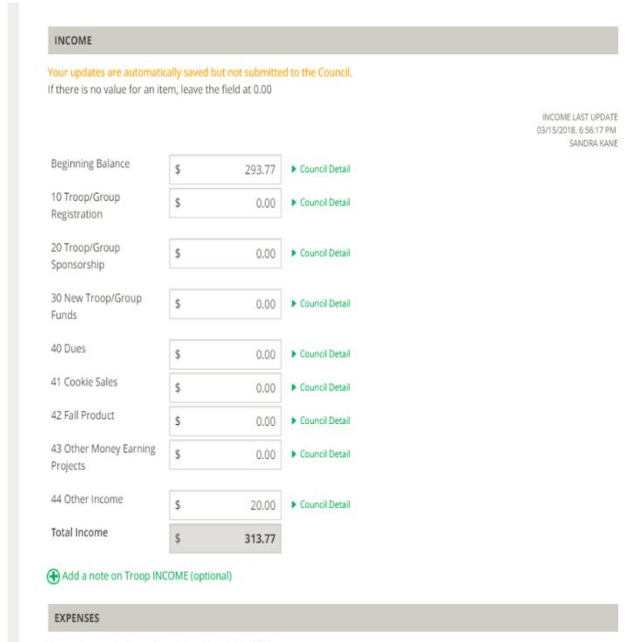
Complete the INCOME and EXPENSES sections by inputting the totals in each category.
HINT: Totals can be found on tab 4 of the Annual Financial Report in your Excel or Google sheet.


Girl Scouts of the Green and White Mountains
ANNUAL TROOP/GROUP FINANCIAL REPORT

Troop Number __________
Service Unit Number ____________

Beginning Balance	$0.00
Income (Money Received)	
10 Troop/ Group Registration	
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)	
Total Income	
Expenses (Money Spent)	
10 Troop/ Group Registration	
31 Return of New Troop/ Group Funds	
48 Council Cookie Proceeds	
49 Council Fall Product Proceeds	

Directions | Troop Survey | Detail Account Record (DAR) | **Financial Report Summary**


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

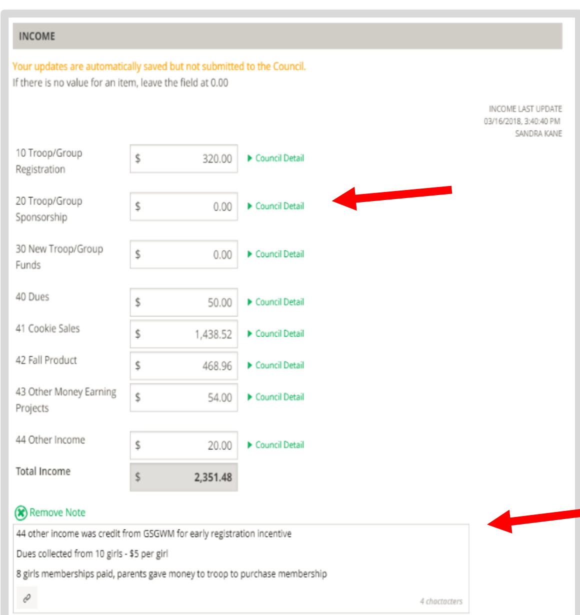
INCOME LAST UPDATE
03/15/2018, 6:56:17 PM
SANDRA KANE

Beginning Balance	$ 293.77	Council Detail
10 Troop/Group Registration	$ 0.00	Council Detail
20 Troop/Group Sponsorship	$ 0.00	Council Detail
30 New Troop/Group Funds	$ 0.00	Council Detail
40 Dues	$ 0.00	Council Detail
41 Cookie Sales	$ 0.00	Council Detail
42 Fall Product	$ 0.00	Council Detail
43 Other Money Earning Projects	$ 0.00	Council Detail
44 Other Income	$ 20.00	Council Detail
Total Income	$ 313.77	

Add a note on Troop INCOME (optional)

EXPENSES

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	Council Detail
20 Troop/Group Sponsorship	$ 0.00	Council Detail
30 New Troop/Group Funds	$ 0.00	Council Detail
40 Dues	$ 50.00	Council Detail
41 Cookie Sales	$ 1,438.52	Council Detail
42 Fall Product	$ 468.96	Council Detail
43 Other Money Earning Projects	$ 54.00	Council Detail
44 Other Income	$ 20.00	Council Detail
Total Income	$ 2,351.48	

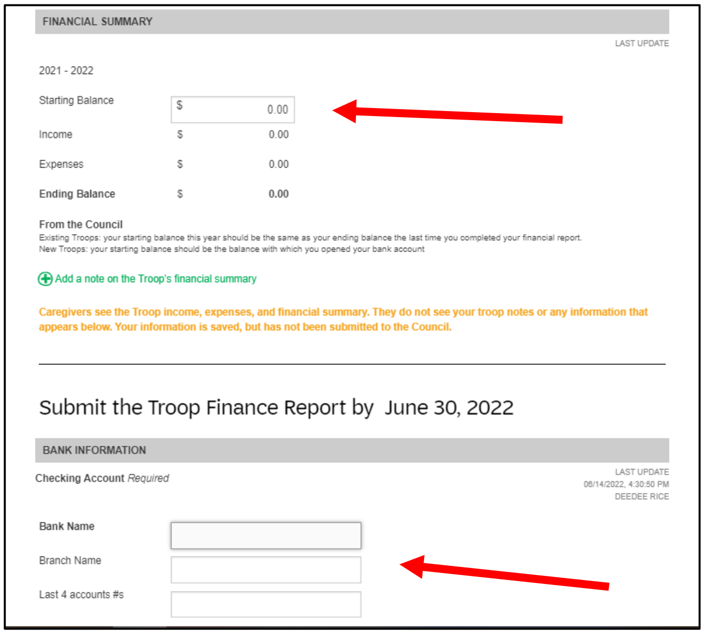
Remove Note

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

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.



FINANCIAL SUMMARY

LAST UPDATE

2021 - 2022

Starting Balance	$	0.00
Income	$	0.00
Expenses	$	0.00
Ending Balance	$	**0.00**

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

Caregivers 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 June 30, 2022

BANK INFORMATION

Checking Account *Required*

LAST UPDATE
06/14/2022, 4:30:50 PM
DEEDEE RICE

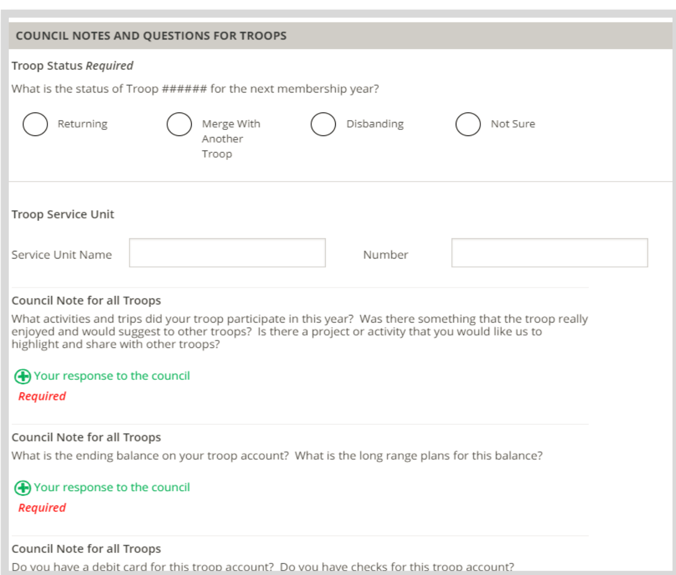
Bank Name

Branch Name

Last 4 accounts #s

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 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

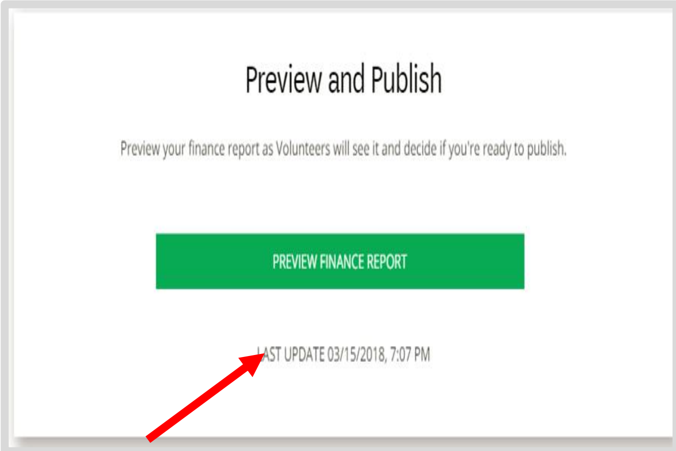
Council Note for all Troops
What is the ending balance on your troop account? What is the long range plans for this balance?

Your response to the council
Required

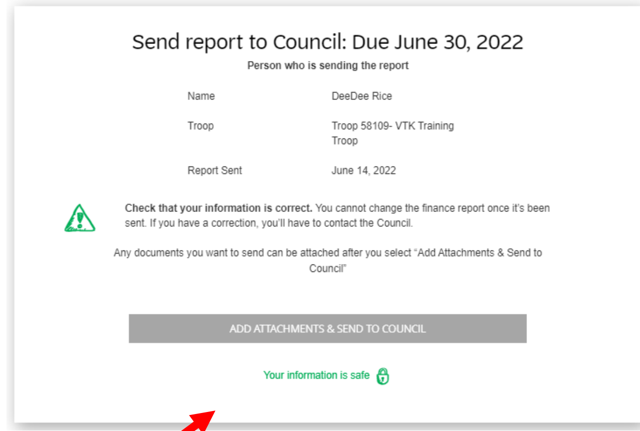
Council Note for all Troops
Do you have a debit card for this troop account? Do you have checks for this troop account?

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

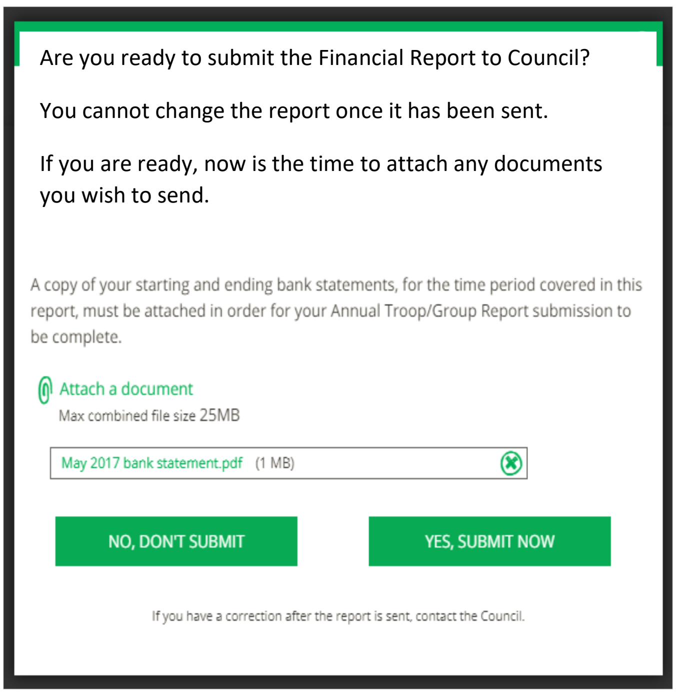
We encourage all leaders to answer all questions since all responses are very helpful to ensure that we are doing our best to support our leaders and provide programming for our girls.



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.

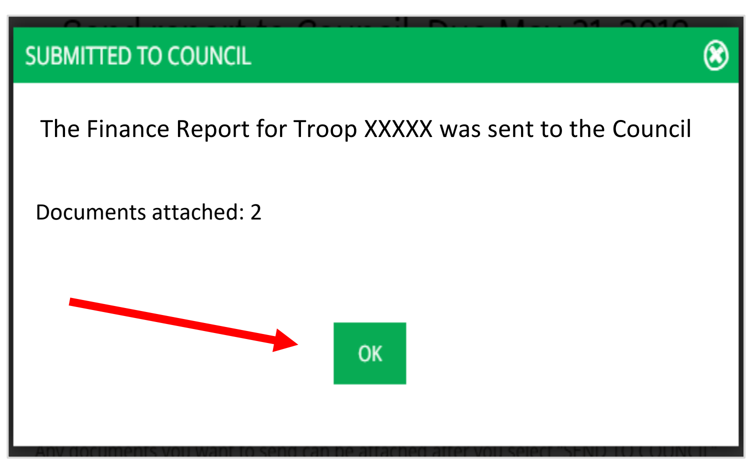


Step 13: After you have clicked to submit your report to council, you will be asked to attach documents to the report. **Our council requires that you submit a copy of your May bank statement AND your Detailed Account Record (DAR), your checkbook registry, or a copy of whatever type of process you used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