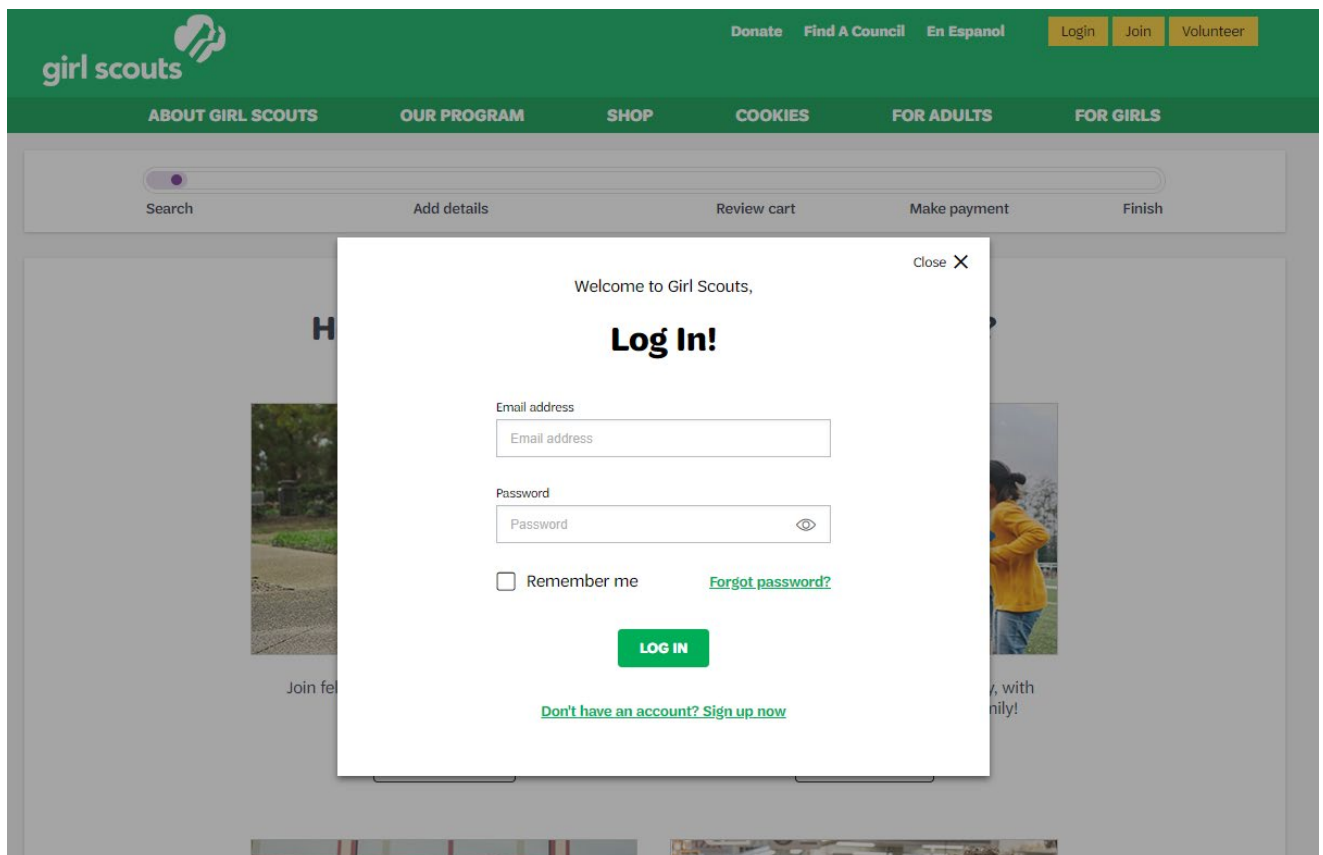**Finance Tab Step by Step**

As the troop finance volunteer, you have full access to the Finance Tab so you can easily submit your troop's year-end finance report and other necessary information to wrap up the troop year. When you submit your form, you can upload your **August bank statement** and send them directly to your council. You will be sent a confirmation email with a copy of the report as well. Once you, or your troop, leader has submitted their end-of-year finance report, all caregivers in your troop can see your troop's financial summary.

*This report is due no later than September 30, the system locks down October 1 and will not accept submissions.

To access the VTK, you must sign into your "MY GS" account form on the girlscoutsccc.org homepage and click on the "Volunteer Toolkit" button on the left side menu. It will be under "My Account" button.

Once you get to Volunteer Toolkit, you need to go to the "Finances" section on the on the top of the page.

You will be able to input your income, expenses, financial summary, and attach documents, such as your August statement.

Annual Troop Finance Report 2021 - 2022

Troop ######

Information for the Year End Troop Report:
1. Enter your troop checking account information for the 10/1-9/30 fiscal year above. Be sure to add comments to the income and expenses details.
2. Once you get the troop's September bank statement, enter the information below for the prior Girl Scout year.
3. Submit the completed report, along with a copy of the August bank statement, no later than 9/30. You can upload your documents below.

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

Troop Dues	$ 0.00	▼ Council Detail
		Total for year - October through September.
Fall Product Program Proceeds	$ 0.00	▼ Council Detail
		This number is found on your Troop Summary Report in M2OS.
Cookie Product Program Proceeds	$ 0.00	▼ Council Detail
		This number is found on your Troop Balance Summary in Smart Cookies.
Outside Money Earning	$ 0.00	▼ Council Detail
		Troops are required to submit a Money Earning Application before any fundraisers are started. Attach a copy of your signed application below.
	$ 0.00	
Total Income	$ 0.00	

⊕ Add a note on Troop INCOME (optional)

EXPENSES

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

GSUSA Membership Dues	$ 0.00	
Uniform, Badges, Patches, etc.300	$ 0.00	
Program and/or Training Fees	$ 0.00	
Program Supplies (consumable)	$ 0.00	▼ Council Detail
		These are items that are used by girls throughout a program, for example food, paper, firewood, etc.
Program Supplies (non-consumable)	$ 0.00	▼ Council Detail
		These are items like camping equipment, booth sale kits, etc.
Trips & Travel	$ 0.00	
Donations & Service Projects	$ 0.00	
Other	$ 0.00	
Total Expenses	$ **0.00**	

⊕ Add a note on Troop EXPENSES (optional)

FINANCIAL SUMMARY

2021 - 2022

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

From the Council
Starting balance as of 10/1. Records and receipts must be retained for 4 years. Bank statements and checks must be retained for 7 years. All receipts must be kept by the troop treasurer or leader and available for review by Service Unit or Council.

⊕ 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 September 30, 2022

BANK INFORMATION

Checking Account *Required*

Bank Name [   ]

Branch Name [   ]

Last 4 accounts #s [   ]

Signers on Checking Account

Signer 1 First Name [   ]

Signer 1 Last Name [   ]

Signer 2 First Name [   ]

Signer 2 Last Name [   ]

⊕ Add another bank account

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

List all bank checking account signers not listed above and the checking account number.

⊕ Your response to the council
Required

Council Note for all Troops

If the balance on hand is over $300.00, how will the money be spent? Note: You should try to spend troop money in the year earned.

⊕ Your response to the council
Required

Council Note for all Troops

If the troop purchased non-consumable supplies, where are they stored?

⊕ Your response to the council

Council Note for all Troops

Tell us about your year.

⊕ Your response to the council

Council Note for all Troops
Tell us about your year.

⊕ Your response to the council

Preview and Publish

Preview your finance report as volunteers will see it.

<div style="text-align:center">

PREVIEW & ADD ATTACHMENTS

LAST UPDATE

</div>

Once you press "Preview & Add Attachments" you will be able to preview your final report before you submit it. From this preview, you will be able to go back and edit your report if you need to.