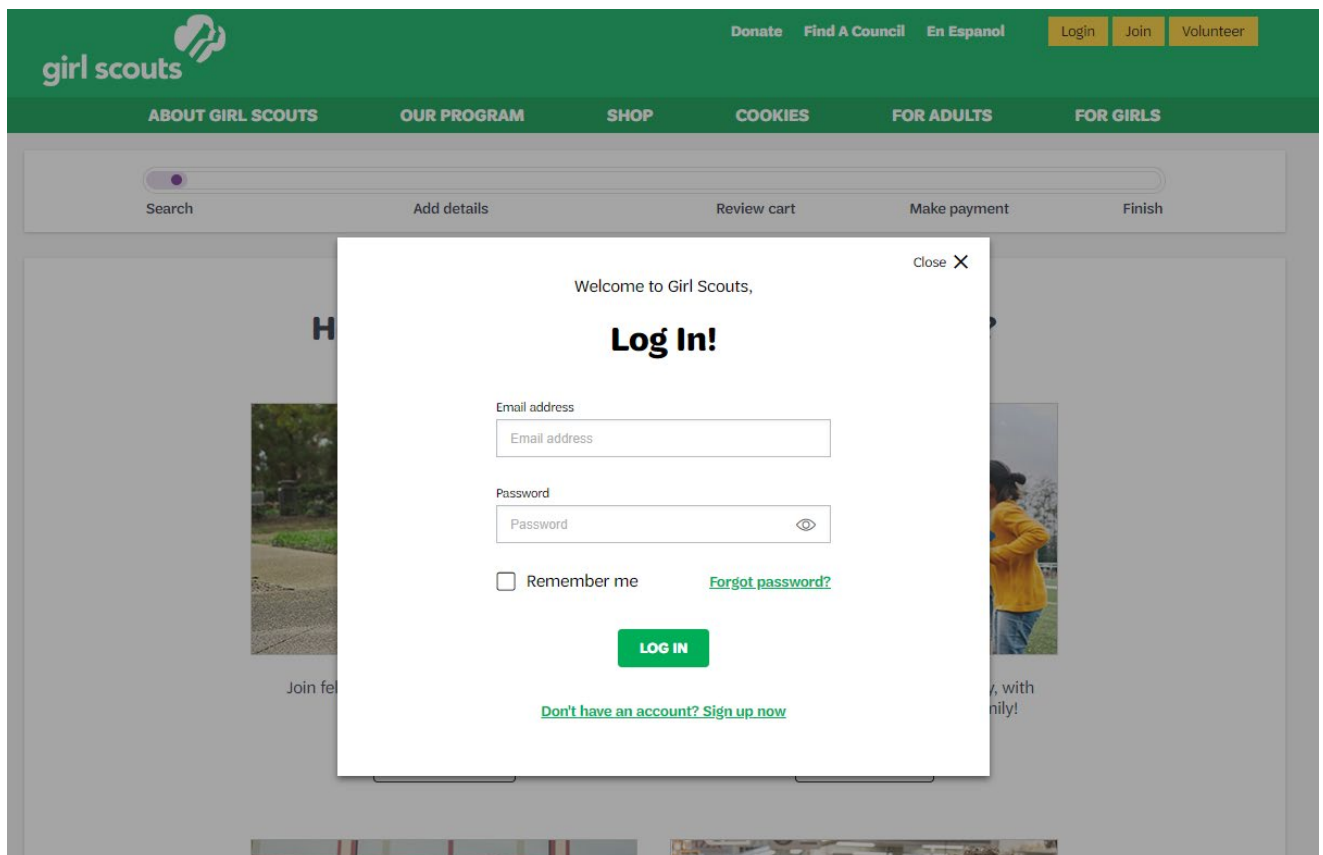


Finance Tab Step by Step

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 girlscoutsccl.org homepage and click on the "Volunteer Toolkit" button on the left side menu. It will be under "My Account" button.



The image shows the Girl Scouts website with a login modal form. The website header is green with the Girl Scouts logo and navigation links: Donate, Find A Council, En Español, Login, Join, and Volunteer. Below the header is a navigation bar with links: ABOUT GIRL SCOUTS, OUR PROGRAM, SHOP, COOKIES, FOR ADULTS, and FOR GIRLS. The main content area is greyed out, showing a search bar and a progress bar with steps: Search, Add details, Review cart, Make payment, and Finish. The login modal form is white and centered, with the text "Welcome to Girl Scouts," and "Log In!". It contains fields for Email address and Password, a "Remember me" checkbox, a "Forgot password?" link, a "LOG IN" button, and a "Don't have an account? Sign up now" link.

girl scouts

Donate Find A Council En Español Login Join Volunteer

ABOUT GIRL SCOUTS OUR PROGRAM SHOP COOKIES FOR ADULTS FOR GIRLS

Search Add details Review cart Make payment Finish

Welcome to Girl Scouts, Close X

Log In!

Email address
Email address

Password
Password 👁

☐ Remember me [Forgot password?](#)

[LOG IN](#)

[Don't have an account? Sign up now](#)

[Donate](#)
[Find A Council](#)
[En Español](#)
[My Account](#)
[Logout](#)
[Join](#)
[Volunteer](#)

[ABOUT GIRL SCOUTS](#)
[OUR PROGRAM](#)
[SHOP](#)
[COOKIES](#)
[FOR ADULTS](#)
[FOR GIRLS](#)

Welcome, Timothy Dominguez!

My Account

My Household

My Troop(s) ▾

My Profile

My Events

Volunteer ToolKit

gsLearn

Contact Council

Log Out

Welcome, Timothy Dominguez!

Timothy Dominguez's household

Name	Troop(s)	Participation	Status
Timothy Dominguez	VTK Demo Troop Your volunteer role(s)	VTK Demo- Leader/Advisor Staff Members	• ACTIVE

Manage my household members >

My Troops

VTK Demo Troop

Meeting time	Program level	Role	Expiring members ?	Open spot(s) ?
Bi-weekly Monday 1:00 AM - 1:00 AM	cadettes	VTK Demo- Leader/Advisor	0 girl 1 adult	12 girls 26 adults

Manage my Troops >

[My Events Dashboard](#)

View all Upcoming Events >

My Account

My Household

My Troop(s) ▾

My Profile

My Events

Volunteer ToolKit

gsLearn

Contact Council

Log Out

Tin

Nai

Tin

Mar

My

VTI

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

MY TROOP
EXPLORE
YEAR PLAN
MEETING PLAN
RESOURCES
FINANCES

New STEM Career Exploration badges for Daisies, Seniors and Ambassadors.
Now available for all grade levels

Made possible by

girlscouts
gm general motors

Manage Calendar
Add Badge / Journey
Manage Activity
Delete Plan
Past Years

CUSTOM YEAR PLAN

Drag and drop to reorder meetings

TAKE A GUIDED TOUR

RESOURCES
FINANCES

Made possible by

girlscouts
gm general motors

Past Years

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	<input type="text"/>
Branch Name	<input type="text"/>
Last 4 accounts #s	<input type="text"/>

Signers on Checking Account

Signer 1 First Name	<input type="text"/>
Signer 1 Last Name	<input type="text"/>
Signer 2 First Name	<input type="text"/>
Signer 2 Last Name	<input type="text"/>

[+ Add another bank account](#)

COUNCIL NOTES AND QUESTIONS FOR TROOPS

Troop Status *Required*

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

<input type="radio"/> Returning	<input type="radio"/> Merge With Another Troop	<input type="radio"/> Disbanding	<input type="radio"/> Not Sure
---------------------------------	--	----------------------------------	--------------------------------

Troop Service Unit

Service Unit Name	<input type="text"/>	Number	<input type="text"/>
-------------------	----------------------	--------	----------------------

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.

PREVIEW & ADD ATTACHMENTS

LAST UPDATE

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.