

## VTK Financial Section Written Step-by-Step – Submitting Financial Report – As Leaders/Treasurers

- 1) Login to your myGS
- 2) Press “Volunteer ToolKit” (VTK)
- 3) Once on VTK, you will press the farthest tab to the right called “FINANCES”
- 4) Fill out all sections that you can on the page
  - 4a) Please note that there are some required fields that you have fill out before you can submit the report
- 5) Once you have everything filled in, press “PREVIEW & ADD ATTACHMENTS”
- 6) You will be on the “Preview and send report to Council” page, where you will review all sections of the report
  - 6a) If you need to edit something the green button at the top of the page called “EDIT REPORT” will take you to the preview page view where you can edit each section
- 7) Once you are done reviewing your report, you will press “ADD ATTACHMENTS & SEND TO COUNCIL”
- 8) A “Send to Council” pop-up menu will appear that allows you to add attachments and the ability to submit to council and to not submit to council
  - 8a) Maximum of 25MB
- 9) Please add your AUGUST bank statement
- 10) Press “YES, SUBMIT NOW” to submit your financial report, or press “NO, DON’T SUBMIT” if you are not ready to submit