

Troop End of Year Financials Volunteer Toolkit Submission

This step-by-step guide will show you how to submit your troop End of Year Financials using the Finances Tab on the Volunteer Toolkit.

End of Year Financials Overview

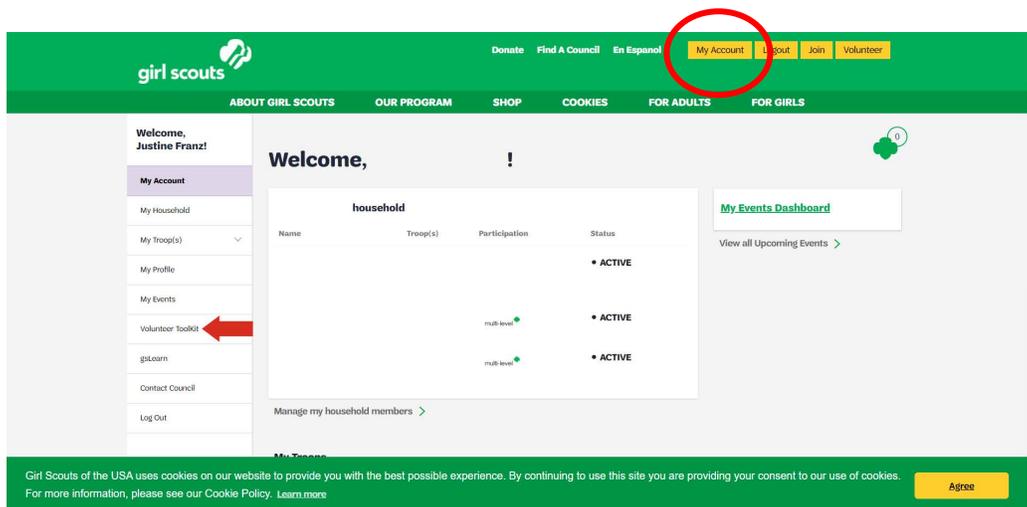
- All troops must submit an Annual Troop Finance Report each spring to be eligible for troop leader reappointment and participation in any money-earning activities, including the Fall Product Sale and Cookie Program.
- The reporting period is June 1 to May 31.
- **Reports are due on June 15.**

What you'll need:

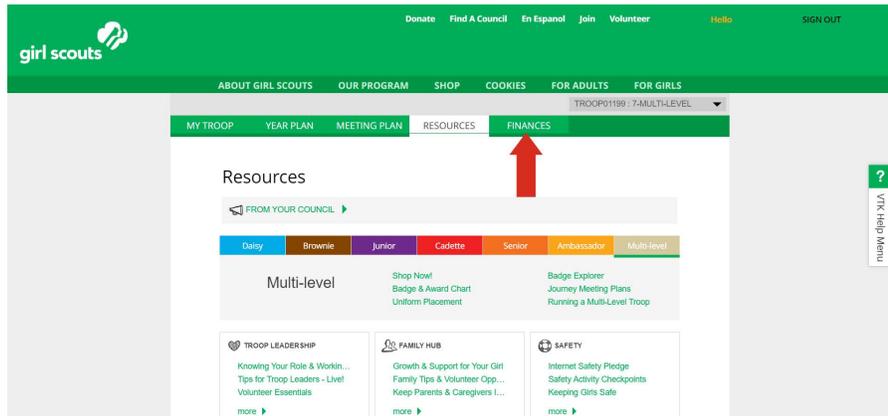
- Documentation of your troop's income from June 1 – May 31
- Documentation of your troop's expenses from June 1 – May 31
- A list of any non-consumable troop supplies and equipment
- A digital version of your MY23 Girl Scout **years' bank statements** (.pdf, .jpg, screenshots, or photos are all acceptable as long as they show the available balances)

Let's Get Started!

1. Login to the Volunteer Toolkit (VTK) from the **MyGS** tab at gssn.org. Enter your login information and click on the **Volunteer Toolkit** button.



- From the VTK, click on the **FINANCES** tab to access the Annual Troop Finance Report.



- Review the information at the top of the report for submission instructions, as well as links to helpful resources.
- Enter your troop’s annual **INCOME** in the provided categories.
 - Do not enter any special characters, such as commas, in the income field.

****Note: the INCOME LAST UPDATE and EXPENSE LAST UPDATE time stamps will update automatically with the date, time and user; the form is auto-saved.**

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

Girl Scout Registration Fees	\$ 0.00	▶ Council Detail
Troop Dues	\$ 253.00	▼ Council Detail

Any dues collected from troop members at meetings.

INCOME LAST UPDATE
 04/22/2019, 12:53:35 PM
 JESSICA MAHON

Fall Product Sale (Total Collected)	\$ 800.00	▶ Council Detail
Cookie Program (Total Collected)	\$ 1,500.00	▶ Council Detail
Donations and Sponsorships	\$ 50.00	▶ Council Detail
Troop Money Earning Projects	\$ 0.00	▶ Council Detail
Other Income Received	\$ 0.00	▶ Council Detail
Total Income	\$ 2,603.00	

⊕ Add a note on Troop INCOME (optional)

5. If needed, Click the **+ sign to Add a note** (in green) with additional information about your troop’s income. This is required if you entered a value in the “Other Income Received” category.
6. Enter your troop’s annual **EXPENSES** in the provided categories. Check for council details by clicking on the green arrows marked **Council Detail** to see help text about that particular category.

EXPENSES

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

Service Projects	\$ 0.00	▶ Council Detail
GS Membership Registration Fees	\$ 200.00	▶ Council Detail
Donations Made to GSSN	\$ 0.00	▶ Council Detail
Council Program & Event Fees	\$ 250.00	▶ Council Detail
Troop Activities/Trips	\$ 130.00	▶ Council Detail
Banking Charges/Fees	\$ 0.00	▶ Council Detail
Other Expenses	\$ 0.00	▶ Council Detail
Total Expenses	\$ 1,976.00	

[+ Add note on Troop EXPENSES \(optional\)](#)

EXPENSES LAST UPDATE
 04/22/2019, 3:12:39 PM
 JESSICA MAHON

7. If needed, Click the **+ sign to Add a note** (in green) with additional information about your troop’s expenses.
8. Under **FINANCIAL SUMMARY**, enter your troop’s starting balance as of June 1. This amount should match the ending balance from last year’s Year End Financial Report.
 - a. Your income, expenses, and ending balance will automatically calculate based on your above entries.

- b. Your ending balance should match the available balance shown on your May bank statement. If you notice a discrepancy, please double check your amounts to see if any numbers were entered incorrectly. If you are unable to find the error, you'll need to work with the team at GSSN to identify the cause of the discrepancy.

FINANCIAL SUMMARY	
LAST UPDATE 04/22/2019, 3:17:45 PM JESSICA MAHON	
2018 - 2019	
Starting Balance	\$ 213.00
Income	\$ 2,603.00
Expenses	\$ 1,976.00
Ending Balance	\$ 840.00
From the Council	
Enter your beginning balance as of June 1, 2018. Your ending balance will automatically calculate based on your reported income and expenses. Your ending balance should match the available balance listed on your May 2019 bank statement.	
 Add a note on the Troop's financial summary	
<p>Parents 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.</p>	

c.

9. Here, you'll also see any messages from GSSN about your ending balance and financial summary.
10. If needed, you can add a note about your troop's financial summary by clicking on the **+ sign** next to **Add a note** (in green).
11. Enter your troop's **BANK INFORMATION**. Use the **+ sign** to list additional signers (should be a minimum of two signers) or additional bank accounts that are under the same troop.
- You can also click the **x symbol** to remove additional signers and the additional bank account, if needed.
 - Please note that this does not trigger any changes to your authorized bank account or signers, it simply helps us ensure we have your most current information on file.

BANK INFORMATION

Checking Account required



Bank Name	<input type="text" value="Bank of America"/>
Branch Name	<input type="text" value="North America"/>
Last 4 accounts #s	<input type="text" value="1234"/>

Signers on Checking Account

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>

Add Another Signer

Add another bank account

Signers on Checking Account

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>

Remove Signer

First Name	<input type="text"/>
Last Name	<input type="text"/>

Add Another Signer

Checking Account

Remove Bank Account

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

Checking Savings

12. Indicate your **Troop Status** for next year by selecting the appropriate radio button.

COUNCIL NOTES AND QUESTIONS FOR TROOPS LAST UPDATE

Troop Status *Required*

What is the status of Troop 00908 for the next membership year?

Returning
 Merge With Another Troop
 Disbanding
 Not Sure

Troop Service Unit

Service Unit Name Number

13. Enter your **Service Unit** name and number.

14. Next, you'll see a series of **Council Notes for all Troops**. Please review these questions and provide an answer. You will see "required" in red if you must respond. Click the **+ sign** to open a text box to enter your response.

Council Note for all Troops
If your troop participated in additional money-earning activities (outside of the Fall Product Sale and Cookie Program), please describe them here. If none, please enter N/A.

Troop Response
 Your response to the council
Required

Council Note for all Troops
Please list all non-consumable supplies and equipment that belong to the troop. This would include items like camping equipment, tables and chairs, etc.

Troop Response
 Your response to the council
Required

15. **You're done entering information and it's time to preview!** Click the green **PREVIEW FINANCE REPORT** button to preview your finance report on the next page. You'll be able to edit it again if you need to.

****Note:** The last time stamp reflects when you last updated it.

Preview and Publish

Preview your finance report as Volunteers will see it and decide if you're ready to publish.

LAST UPDATE 04/22/2019, 3:30 PM

16. You're now in preview mode. You can click the **EDIT REPORT** button at any time to go back and make changes.

Preview and send report to Council

This is the Troop's financial report as the Council will see it.



17. In preview mode, scroll through your financial report to review all of your entries, plus any notes that you submitted.
18. At the end of your preview report, you'll see a section with the heading **Send Report to Council**. This is the last stop before submitting your completed report. Please be sure to check that all information is correct. Once you submit your report to the council you cannot change the financial report information. When ready, click **SEND TO COUNCIL** to move forward and **attach your required bank statement**.

Send report to Council: Due June 15, 202X

Person who is sending the report

Name	Jessica Mahon
Troop	Troop00908
Report Sent	April 22, 2019

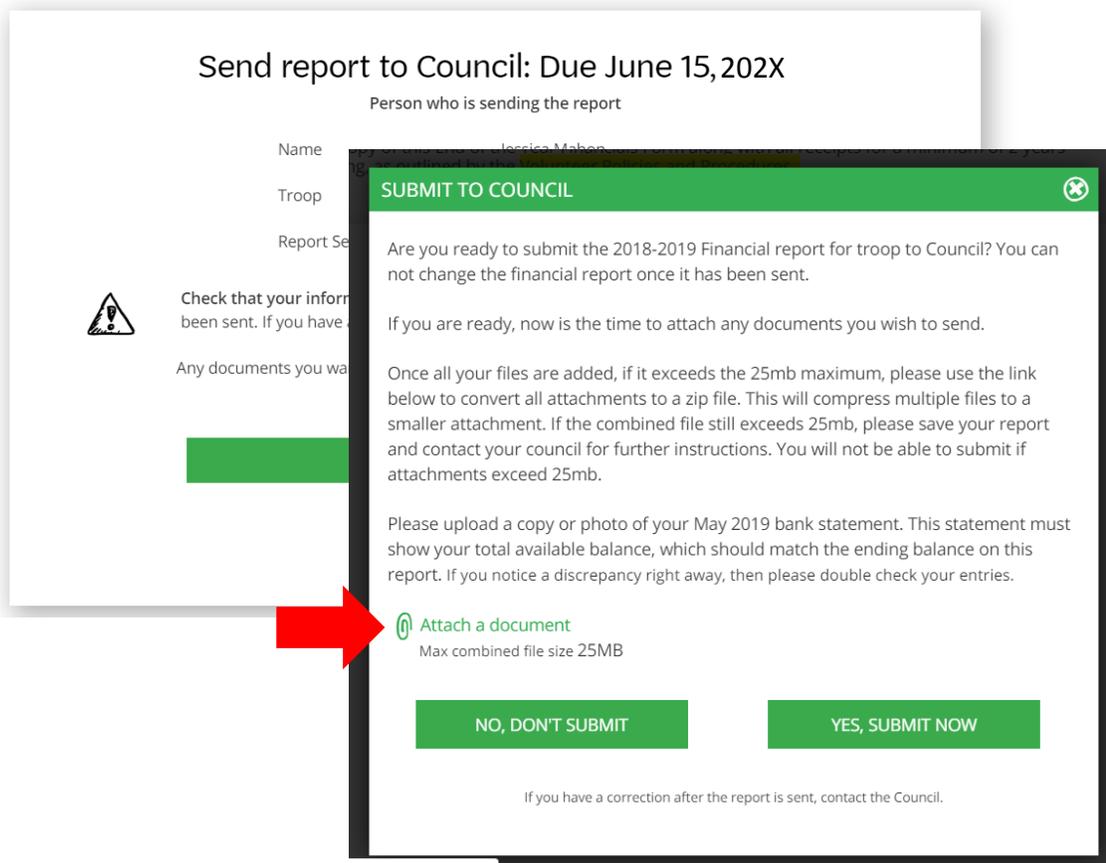
 Check that your information is correct. You cannot change the finance report once it's been sent. If you have a correction, you'll have to contact the Council.

Any documents you want to send can be attached after you select "SEND TO COUNCIL"

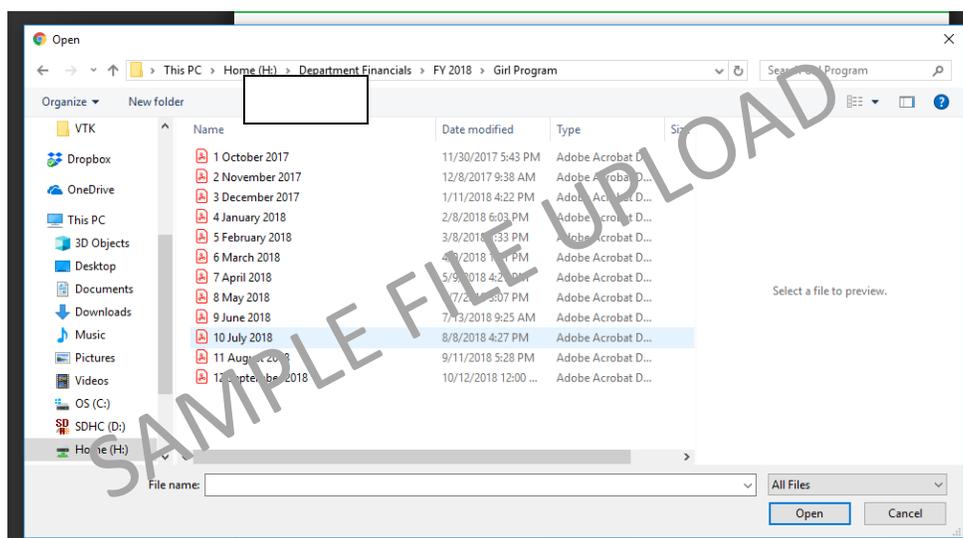

SEND TO COUNCIL

Your information is safe 

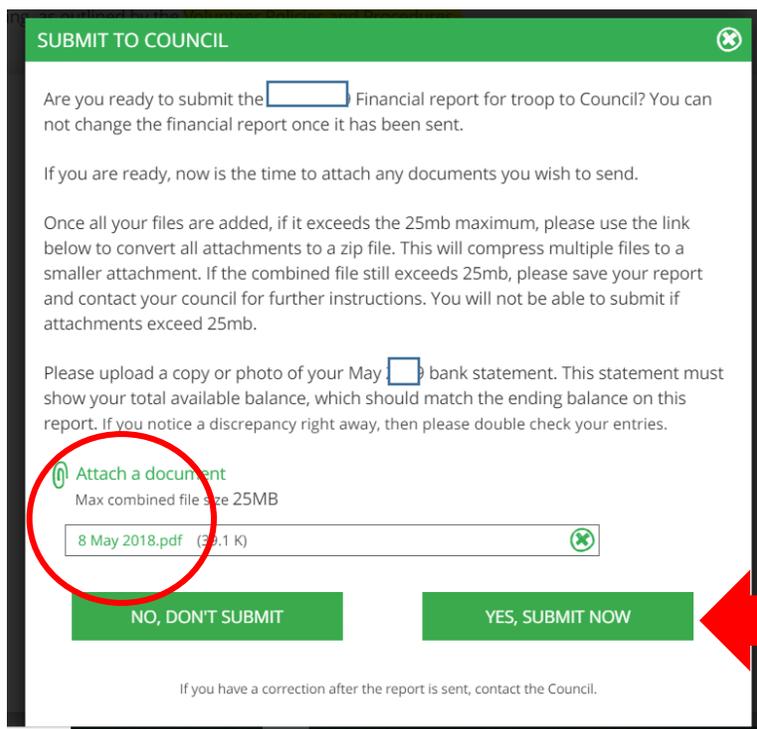
19. A pop-up window will appear once you hit SEND TO COUNCIL on the previous page. Click **Attach a document** here to attach the required May bank statement (.pdf, .jpg, screenshots, or photos are all acceptable as long as they show the available balance).



20. A new pop-up window will help you browse files on your computer to upload. Select the files you wish to upload (max combined file size is 25 MB).



21. After you select your file(s), you'll see them listed in the pop-up window.
22. This is your last chance to go back into preview mode or return to the report and make edits. If you're ready to submit, click **YES, SUBMIT NOW** to submit your report and attachments.
 - a. Click **NO, DON'T SUBMIT** if you want to return to preview mode.



SUBMIT TO COUNCIL

Are you ready to submit the Financial report for troop to Council? You can not change the financial report once it has been sent.

If you are ready, now is the time to attach any documents you wish to send.

Once all your files are added, if it exceeds the 25mb maximum, please use the link below to convert all attachments to a zip file. This will compress multiple files to a smaller attachment. If the combined file still exceeds 25mb, please save your report and contact your council for further instructions. You will not be able to submit if attachments exceed 25mb.

Please upload a copy or photo of your May bank statement. This statement must show your total available balance, which should match the ending balance on this report. If you notice a discrepancy right away, then please double check your entries.

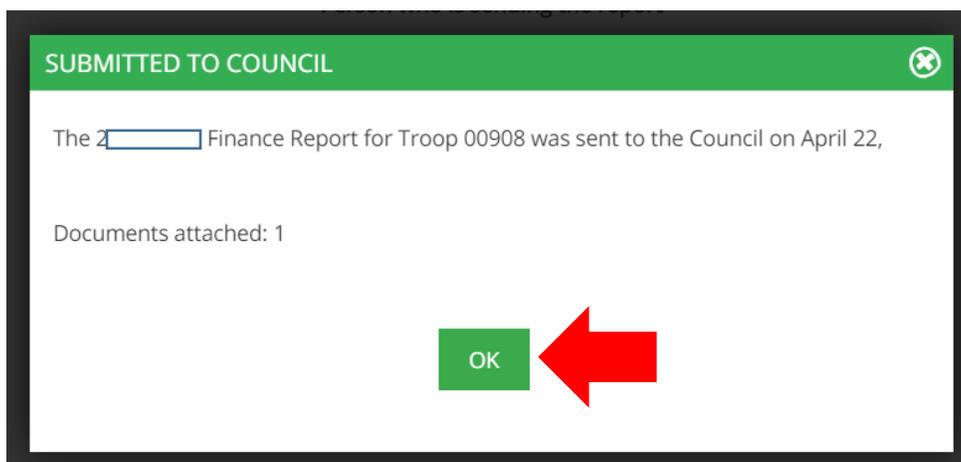
Attach a document
Max combined file size 25MB

8 May 2018.pdf (59.1 K)

NO, DON'T SUBMIT **YES, SUBMIT NOW**

If you have a correction after the report is sent, contact the Council.

23. You will receive a pop-up confirmation of your finance report submission. Click **OK** to return to the Finances tab in the VTK.



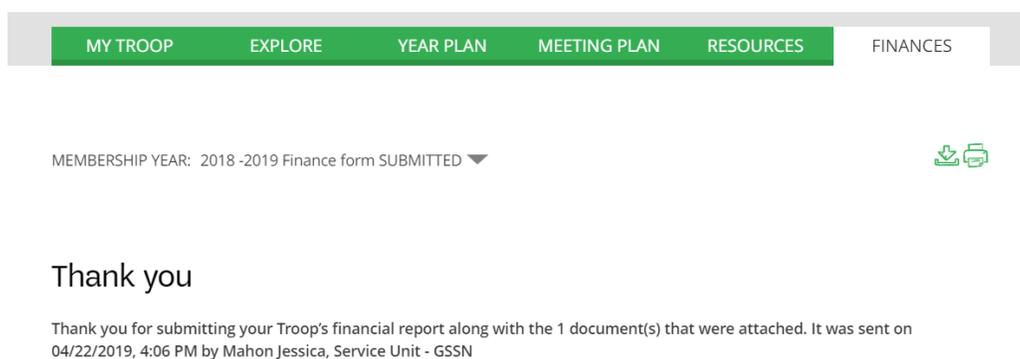
SUBMITTED TO COUNCIL

The Finance Report for Troop 00908 was sent to the Council on April 22,

Documents attached: 1

OK

24. Once back on the Finances tab in the VTK, you will see a confirmation message at the top. You will also see all of your submitted troop finance information on this page (minus the attached documents).



The screenshot shows a navigation bar with tabs: MY TROOP, EXPLORE, YEAR PLAN, MEETING PLAN, RESOURCES, and FINANCES. Below the navigation bar, it says "MEMBERSHIP YEAR: 2018 -2019 Finance form SUBMITTED" with a dropdown arrow and download/print icons. A "Thank you" message follows, stating: "Thank you for submitting your Troop's financial report along with the 1 document(s) that were attached. It was sent on 04/22/2019, 4:06 PM by Mahon Jessica, Service Unit - GSSN".

25. At the bottom of the Finance tab, you'll now see this message:

Council Note for all Troops

You must keep a copy of this End of the Year Financials Form along with all receipts for a minimum of 2 years for possible auditing, as outlined by the [Volunteer Policies and Procedures](#).

If you have an update or correction to this financial report, please contact the Council for assistance.

Parents only see the Troop income, expenses and financial summary data. They do not see troop notes, bank information, attachments or other information the Troop has provided to the Council.

26. **You're done!** Your troop financial report and supporting documents have been automatically submitted to GSSN for review.

What Happens Next?

Your financial report is reviewed by our Customer Care team for any discrepancies or issues. Reports with no discrepancies are approved and troops are marked as eligible for troop leader reappointment and money-earning activities.

Our team will reach out to your troop for more information if:

- You did not attach a May bank statement with your financial report.
- Your reported ending balance and your May bank statement balance do not match.
- Your troop has a large troop balance (\$5,000+) with no explanation provided.

Please remember that troops are required to hold all financial records (receipts, bank statements, product sales records, financial reports, etc.) for two years in case of auditing.

Questions? Our team is here to help! Contact us at girlscoutshelp@gssn.org