

Volunteer Toolkit Finance Tab

Every Troop has the financial responsibility to submit the following no later than May 31 each year.

- Troop Annual Report through the Volunteer Toolkit (VTK) "Finance" tab: This report will include all income and expense transactions made by the troop throughout the year.
- All bank statements, including 2 authorized signatures, and brief description of each item on the bank statement. Statements are to be emailed to customercare@girlscouts-ssc.org if they cannot be uploaded to the VTK Finance tab – Subject: AR documents Troop XXXX"
- Receipts for purchases over \$150. No need to include receipts for transactions from Girl Scouts (Registration, Store purchases). *keep additional receipts with finance documents in case they are requested.

Important Dates

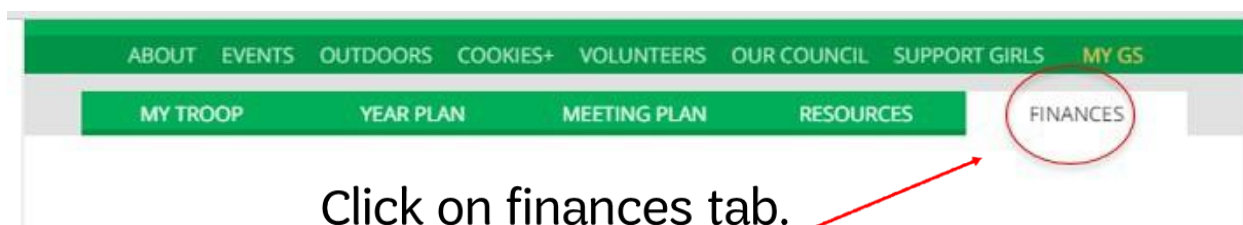
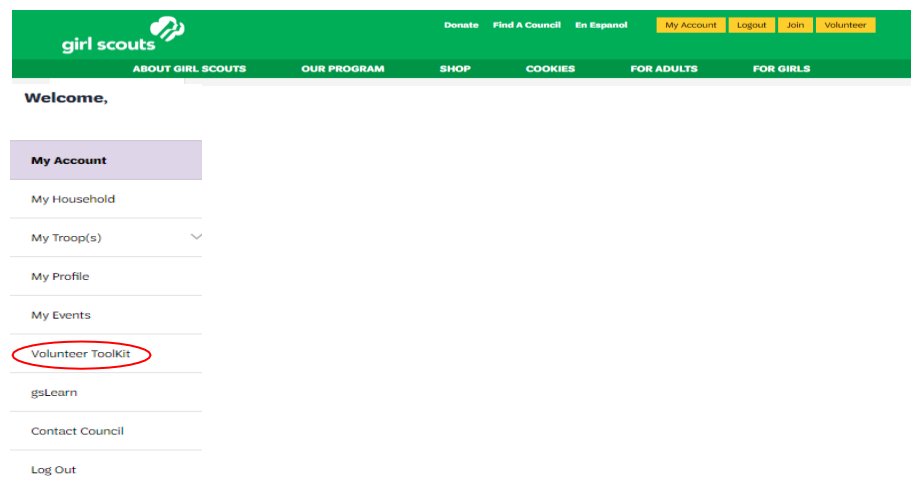
- **Bank Statements Needed from May 1 – April 30**
- **May 31 Deadline for Troop Annual Reports**
- **June 30 - SU Reports due**

Troops established during the year should report their finances starting in the month the troop was organized.

Reports will be reviewed by council staff to ensure policies are being appropriately followed and funds are being used to benefit girls.

USING THE FINANCE TAB

Log in to your VTK through the MyGS link on the council website, click on volunteer Toolkit (Troop leaders and Volunteers coded as troop treasurer are the only volunteers able to access the Finances tab in the VTK).



Click on finances tab.

INCOME

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

GSUSA Membership Dues collected

0

Troop Dues collected

0

Fall Product Sale funds collected

0

Money Earning Projects

0

Donations to the troop (not OCD)

0

Council Detail

Operation Cookie Drop (OCD) funds should be included in Cookie Sale Program funds collected

Total income

0.00

+ Add a note on Troop INCOME (optional)

Enter your troop's annual income in the provided categories. Check for council details by clicking on the green arrows to the right of the income field **Council Detail** to show an expanded description.

Click the + sign on **Add a note** (in green) to add additional information regarding troop income.

Total Income

1693.00

+ Remove Note

Enter in any note or additional information here that you would like to share with the council about your troop's annual income reporting above

143 characters

Note: the last update time stamp will update automatically (the form is auto- saved). Do not enter any special characters, such as commas, in the income fields.

* This report is just an example. Your report will have correct income categories available.

INCOME CATEGORIES

Category	Description
Fall Product Net Troop Proceeds	Provide the Net total of Troop proceeds, not gross sales. This figure should be taken from your Troop NutE profile.
Cookie Program Net Troop Proceeds	Provide the NET total of Troop proceeds, not gross sales. This figure should be taken from your SMART Cookie Troop Balance Snapshot Report)
Additional Money Earning Activities	Council Approval required: Funds earned based on Additional Money Earning Activities Application for Troop Money Earning Project- this total consists of proceeds minus cost of materials or supplies related to the activity. Please provide an explanation of activity in notes.
Sponsorships	This is money that is donated to the troop from families, New Troop Start up funds issued by Council, grants from organizations and deposited in troop account. If sponsorship is over \$250 then funds must go through Council first- see Donation to Troop form .
Troop Dues	This is money collected from families on behalf of a girl for the troop to purchase supplies, badges, materials, etc.
Other Income	<p>Please provide explanation in notes.</p> <p>Examples of Additional income that the troop has received,</p> <ul style="list-style-type: none"> - Money deposited from last year cookie sales - Refunded money from last year purchases - Funds sent from council on behalf of a girl - Additional money collected above product net proceeds listed (needs to be calculated)

EXPENSES

EXPENSES

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

EXPENSE LAST UPDATE

GSUSA Membership Dues submitted

0

Activities/Events/Trips

0

Cookie Sales paid to Council

0

Recognitions/Awards

0

▼ Council Detail

Please include all purchases and expenses associated with presenting recognitions/awards

Troop Supplies

0

Total Expense

0.00

+

 Add a note on Troop EXPENSES (optional)

Enter your troop's annual expenses in the categories provided. Check for council details by clicking on the green arrows to the right of the income field **Council Detail** to show an expanded description.

Click the + sign on **Add a note** (in green) to add additional information regarding troop income.

*This report is just an example. Your report will have correct expense categories available.

Enter a council note at the bottom about your troop's annual expenses (if needed).

Total Expense

690.00

✕ Remove Note

Enter in any note or additional information here that you would like to share with the council about your troop's annual expense reporting above

🔗

143 characters

EXPENSE CATEGORIES

Membership Registration	This is money that the troop paid out to renew or register girls and adults directly to Girl Scouts. Do not include membership costs that were reimbursed by program credits or paid by families
Insignia	Badges, Pins, Awards, Patches anything that girls/adults receive to go on their vests
Troop Activities and Programming	Event costs and program material and supplies for girls to have a Girl Scout Experience. Can include books, project materials, and cost of attendance for Girl Scout or Troop events for girls/adults. This may include some camping/overnight costs
Troop Travel	Council Approval required: Costs associated with Travel/overnight event that require Traveling with Your Girl Scout (Intent to Travel) to be submitted. Example: fuel to transport troop for travel, airline tickets, hotel costs, insurance, car rental, special event/activity cost or eating out associated with travel event
Parties, Food and Beverages	Costs related to troop snacks and Celebrations the girls have throughout the year. Examples: End of Year Party, Court of Awards, expenses for fun activities (Wahooz, Zurchers, etc).
Service Projects and Donations	This is for supplies and materials that were purchased as part of a service project. Examples- Food donated the homeless shelter, materials to make dog blankets. Read over Philanthropic Uses of Product Proceeds
Cookie Debt	<p>Cookie debt is any leftover cookies that were not sold, or money that was not collected or deposited by end of April to pay for cookies picked up by the troop. This is not a line item on bank statements but must be calculated to balance report.</p> <p>Money the troop had to pay towards cookies for the current cookie program year. Can be calculated by adding all cookie deposits and subtracting all cookie withdrawals (in troop bank account) which equals the troop collected proceeds. If lower than the troop net earned proceeds the difference is cookie debt.</p>
Other Expense	<p>Examples of Expenses that don't fall under above categories,</p> <ul style="list-style-type: none"> • Postage • Bank Fees • Tokens of Appreciation • Leader training • Cookie Storage Unit • Fuel cost related to Girl Scout activity that is not specific to Troop Travel • Cookie withdrawals from Council to pay for last years cookies

FINANCIAL SUMMARY

FINANCIAL SUMMARY

2018 - 2019

Starting Balance	\$	0.00
Income	\$	0.00
Expenses	\$	0.00
Ending Balance	\$	0.00

This number can be edited and should reflect your account starting balance as noted on May 1 Bank Statement

From the Council

If your Troop bank account balance exceeds \$1000 or is less than \$100, please explain why. For example: our Troop is planning a trip to Savannah, GA next year, or we decided to cover all girl uniform and registration costs this year.

 Add a note on the Troop's financial summary

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.

Input your troop bank statement balance, which is the ending balance on the last financial worksheet submitted- Please update for 2025 to May 1 (previous year) starting balance this will allow you to see if numbers were entered correctly because your ending Balance should be the same as April 31st ending balance. If you are a new troop, the starting balance is \$0.00.

Review your financial summary and look for any instructions from the council about ending balances.

Ending Balance 1003.00

From the Council

Hello Volunteers,
Please note that if you have any ending balance of over:

 Remove Note

Enter in any information here about your troop's ending annual balance that you would want the council to know, or that they require. (250 character limit)



154 characters

Your information is saved but has not been submitted to the Council. Parents do not see your troop notes, bank information or other details you provide to the Council.

Enter a council note at the bottom about your troop's ending balance (if needed). If your Troop bank account ending balance exceeds \$1,000 or is less than \$100, please explain why.

BANKING INFORMATION

Submit the Troop Finance Report by May 31, 2025

BANK INFORMATION

Checking Account Required

- Bank Name
- Branch Name
- Last 4 accounts #s _____ Enter Troop Banking account information.

Signers on checking Account First Name

- Signer 1 First Name
- Signer 1 Last Name
- Signer 2 First Name
- Signer 2 Last Name

*Please note that troops are **not** suppose to have a savings account, but if the bank required it, when the account was opened, please select add bank account then provide that account information as well. Finance for the savings account should be added together with Checking account and provide notes and documentation for both accounts in the annual report.

COUNCIL NOTES AND QUESTIONS TO TROOPS

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Troop Status required LAST UPDATE

What is the status of Troop 999202a for the next membership year?

☒ Returning

☐ Merge With Another Troop

☐ Disbanding

☐ Not Sure

Indicate your troop's status for next year by selecting the appropriate button. Continue through answering all questions completely.

Additional Troop Finance Questions

- What Third Party apps (Venmo, Square, Cheddar-Up, etc.) does your troop use to collect money? Do not include SMART Cookie Credit Card app.
- Who in your troop set up the Third Party App and who controls it?
- Is your Third Party app linked to your troop bank account only?
- What was the total 2025 Cookie money deposited into your Troop Account from January through April 2025?

- What was the total 2025 Cookie money withdrawn from your Troop Account from January through April 2025? (ACH, cookie money sent to another troop if included in deposited cookie money, and booth starting funds).
- Is your troop still waiting for parents to pay you for cookies they received? If so, how much money (parent bad debt) is still to be collected?
- Did your troop pay credit card fees when using a Third-Party app? If so, what was the total of credit card fees the troop incurred?
- How many unsold cookie boxes does the troop have left? Do not include cookies that are part of cookie donations that have been paid for. If your troop does not have any unsold cookies left or your troop did not participate in the Cookie Product Program respond N/A.
- If your troop has unsold cookies, what is the plan for your troop? This should be discussion with the girls (continue to sell, troop pays for the remaining cookies and donates them, unsure, etc.)
- If your troop still owes money to council for current year how much?
- Any additional information you would like to include regarding cookie donations, cookie debt, money not deposited?

Preview Report and Submit to Council

Preview your annual finance report as the Council will see it and decide if it's ready to be submitted. Any documents you want to share with the Council get attached when you submit your report.

PREVIEW FINANCE REPORT

LAST UPDATE 03/29/2017, 2:24 PM

Click the green button to preview your finance report and add documentation on the next page. You'll be able to edit it again if you need to.

Note the last timestamp reflects when you last updated your report.

PREVIEW MODE

Preview Mode is your last stop before submitting your report. Be sure to check that all the information is correct. Once you click SEND TO COUNCIL, you cannot change the finance report information. **Then you will be prompted to attach financial documents.**


FINANCIAL SUMMARY	
2016 - 2017	
Starting Balance	\$0
Income	\$1693.00
Expenses	\$690.00
Ending Balance	\$1003.00
From the Council	
Hello Volunteers, Please note that if you have any ending balance of over \$10,000 the council will request a meeting.	
From the Troop	
Enter in any information here about your troop's ending annual balance that you would want the council to know, or that they require. (250 character limit)	

ATTACHING DOCUMENTS

SUBMIT TO COUNCIL

Are you ready to submit the 2016-2017 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.

 **Attach a document**
Max combined file size 25MB

NO, DON'T SUBMIT

YES, SUBMIT NOW

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

A pop-up window will appear once you click SEND on the previous page. Click "Attach a document" to attach copies of all your signed bank statements and receipts over \$150.

****Please note**
the max size for documents.

If taking photos of your statements please make sure they are legible, best to scan these instead if possible. Any issues submitting documents through VTK please email those directly to customercare@girlscouts-ssc.org subject "AR documents Troop #".

SUBMIT TO COUNCIL

Are you ready to submit the 2016-2017 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.

Attach a document
Max combined file size 25MB

- KPI VTK 2017-02.xlsx (30.1 K)
- KPI VTK December 2016-12 (1).pdf (318.2 K)
- Template - VTK_Admin_Finance Tab 2.0.docx (2 MB)

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

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

View your attached files here.

Click “Yes, submit now” to submit – or “No, don’t submit” to go back to the preview mode.

SUBMITTED TO COUNCIL

The 2016-2017 Finance Report for Troop 999202a was sent to the Council on March 29, 2017.

Documents attached: 3

OK

You will receive a pop-up confirmation of your final report submission.

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

If you need to make any changes or have any questions, please contact customer care@girlscouts-ssc.org.

Please note that troops are required to keep a copy of the Annual Report, Statements, receipts, and other financial documentation (such as cookie records) for 7 years (like tax documents) in case they are needed.