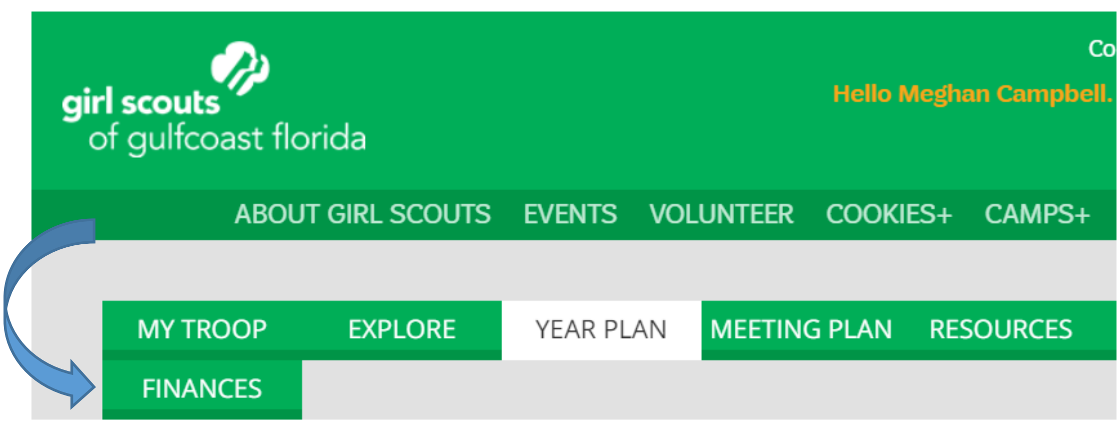
Your VTK Finance Tab is here! The way to submit your troop's finance report is as easy as 1…..2….3!

1. Insert your troop's cumulative income and expenses for the year in each category.
2. Finalize your report to send by the due date, June 1, and answer a few questions about your troop.
3. Submit your report to council. (You can edit your report at any point during the year, but you can only submit it one time.)

Let's get started!

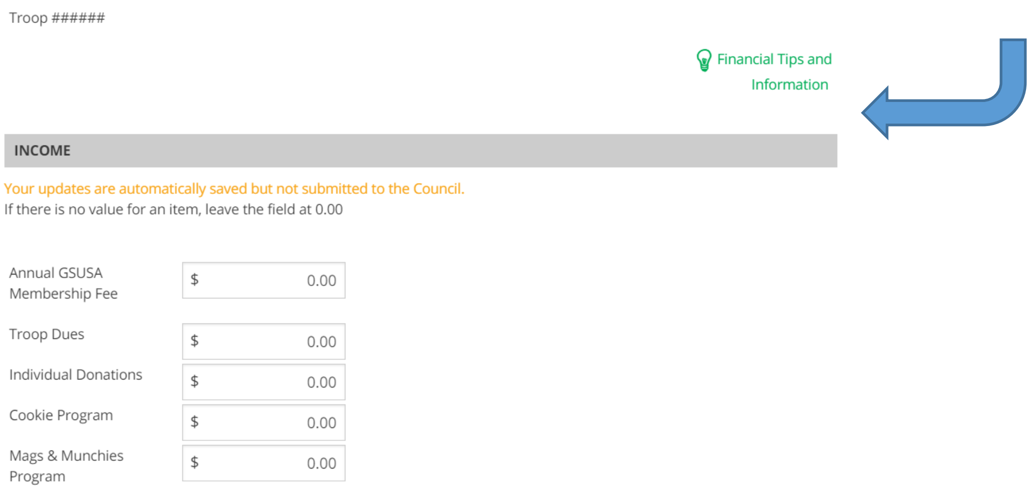
Log in to your Volunteer Toolkit (VTK) through the My GS link on the GSGCF website. Click on "Volunteer Toolkit."

Click on the "FINANCES" tab.



If you need assistance logging in, contact customercare@gsgcf.org. Only troop leaders and co-leaders have access to the VTK. If you have a troop treasurer, they will need the assistance of a leader or co-leader to complete the finance report.

The troop finance report is due annually by June 1. You will find helpful hints along the way to assist you in completing this report. You can click on "Financial Tips and Information" at the top right of the finance report for helpful documents, links, and information.



It may be helpful to print your transaction history before beginning so you can tally up expenses in the different categories. Some troops will track income and expenses in an Excel spreadsheet or other accounting software. You can use this information to gather totals for each category. You will also be able to enter information into the categories at any point during the year.

INCOME

You will enter your troop's income in various categories.

Enter the total income for each category and add any notes at the bottom by clicking the green + sign. Click on the green arrows to the right of the field to show an expanded description of the item.

Note: the last update will automatically save, and a timestamp will appear. Do not enter any special characters (such as commas) in the income fields.

EXPENSES

EXPENSES

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

Annual GSUSA Membership Fee	$ 0.00	
Recognitions	$ 0.00	▼ Council Detail Awards, pins, badges, patches, other insignia
Events	$ 0.00	
Permanent Troop Supplies	$ 0.00	▼ Council Detail Flags, camping equipment, storage bins, cookie booth table, etc.
Program supplies	$ 0.00	▼ Council Detail Badge/Journey activity supplies, craft materials, troop meeting snacks, etc.

Enter in your troop's annual expense totals in each of the provided categories. The form will automatically save as you move to each new field.

FINANCIAL SUMMARY

Review your troop's financial summary and look for the instructions about ending balances in the "From the Council" section. You can add any required notes; however, there is a limit on the number of characters you can enter in the field.

FINANCIAL SUMMARY

2019 - 2020

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

From the Council

Troops with an ending balance of more than $500.00 for Daisies or more than $1.000.00 for Brownies and up will need to share what the troop plans to do with the funds.

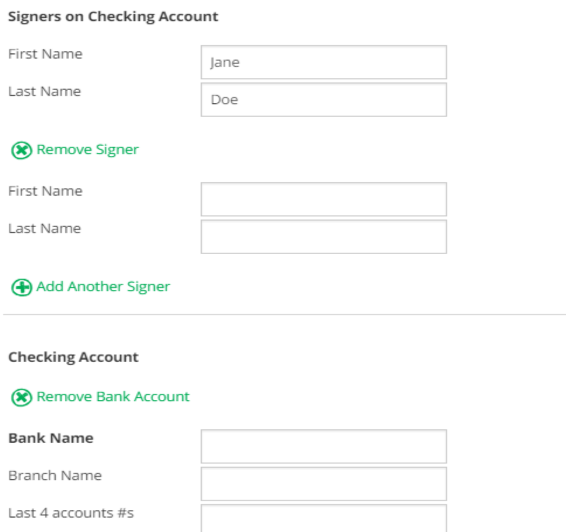
⊕ Add a note on the Troop's financial summary

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.

Remember, you can add income and expense information at any time but do not submit the report to council until you are prepared to send your FINAL report, on or before June 1. Once submitted, the report cannot be changed.

BANK INFORMATION

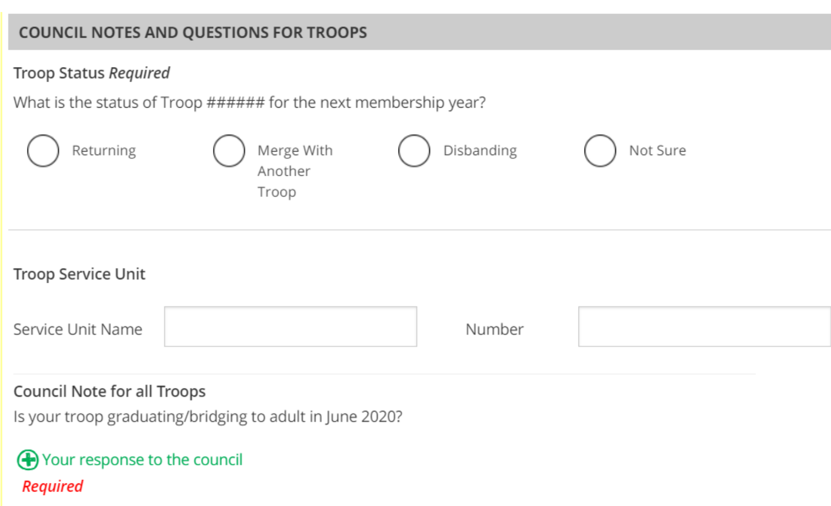
Enter your bank account information and signers. This is a secure section, so parents cannot view this information. We do require that all accounts be held at Wells Fargo, but these fields are standard to the VTK Finance Tab and cannot be edited by our council. For “Branch Name,” you may enter the nearest cross streets to your branch. Once you enter your first signer, the + symbol will appear for you to add additional signers.



Do not add any additional accounts for sister troops here. Each troop must have only one account and submit their own finance report.

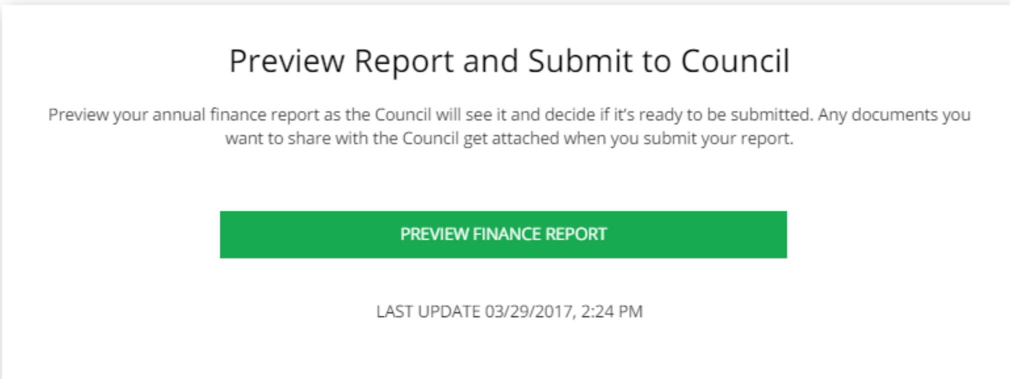
COUNCIL NOTES AND QUESTIONS FOR TROOPS

The next sections allow you to review your troop information. This will act as your Troop Changes Form. Many answers are required, and you will see “Required” in red below the question. Click the green + to open the dialog box and respond. There is a limit on the number of characters you can enter.

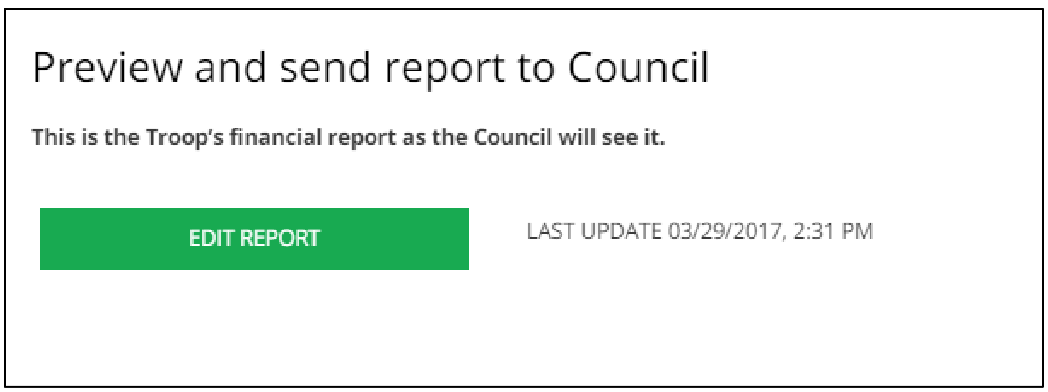


PREVIEW AND SEND REPORT TO COUNCIL

Click the green button to preview your finance report. You'll be able to edit it again if you need to make any changes. Note the timestamp will reflect when you last updated.



Click the "EDIT REPORT" button at any time to return to editing mode and make changes. In the preview screens, you will see your troop's income and expense entries, as well as any notes you entered in the notes to council.



Once you have reviewed all information, verify that everything is correct and that you are prepared to submit your report. **Once you hit "Send to Council," you cannot change the finance report information.**

You can attach documents to your report after you hit "Send to Council." You will need to attach your last bank statement. Please save the statement as "Troop XXX final bank statement 2021." You will also need to attach your transaction history (full details on how to create your report are listed in the "Financial Tips and Information" section at the top of the finance report.) Please save your transaction history as "Troop XXX transaction history."

PUBLISH REPORT

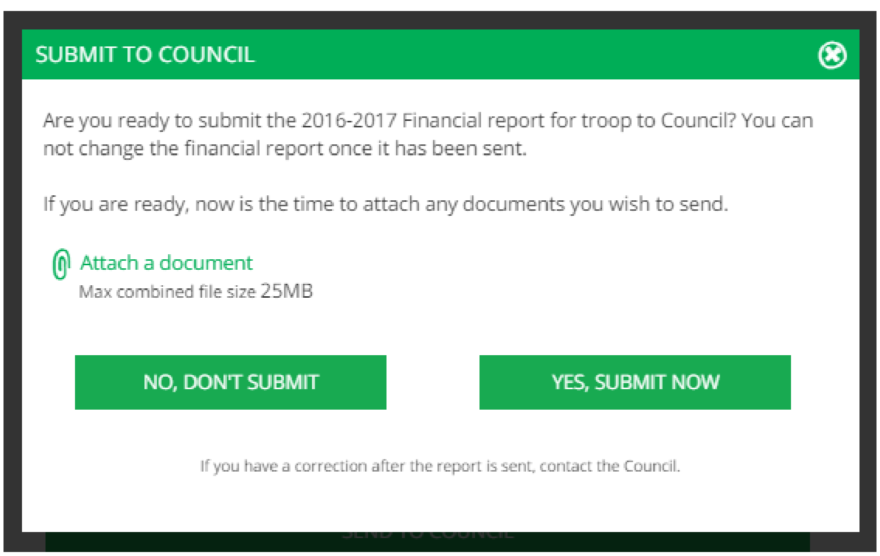
You can attach documents from your computer after you hit “PUBLISH REPORT.”

Once you hit “PUBLISH REPORT,” you cannot change the finance report information.

SEND REPORT TO COUNCIL

A pop-up window will appear after you hit “PUBLISH REPORT.” This is the last step before you send the report to council.

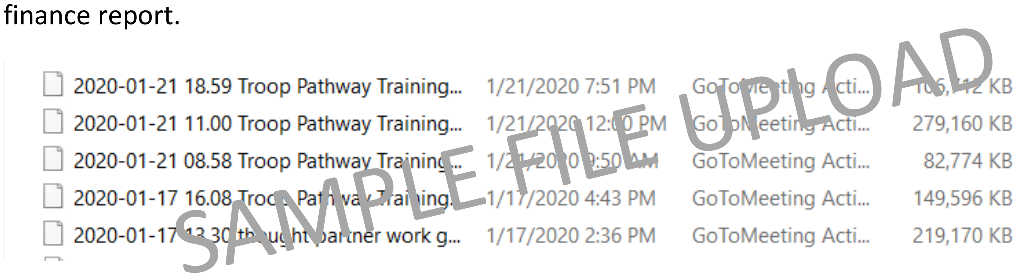
You can click “Attach a document” here to attach your last bank statement and transaction history, as required by our council. If you have not already saved this to your computer, click “NO, DON’T SUBMIT” and you can come back to upload it.



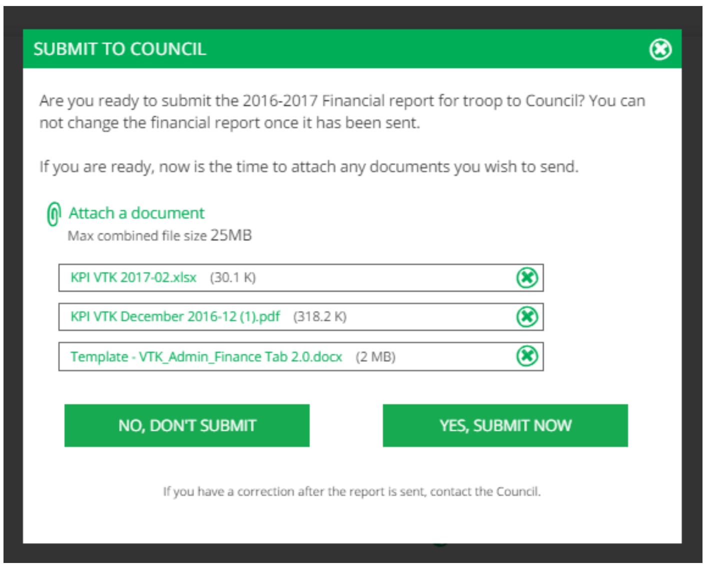
ATTACH DOCUMENTS

A 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).

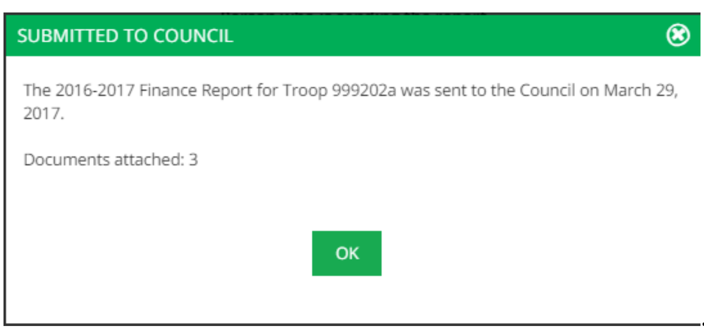
Troops must upload their most recent bank statement, which reflects the troop balance and transaction history. Instructions on how to download and save the transaction history are included in the "Financial Tips" at the top of the finance report.



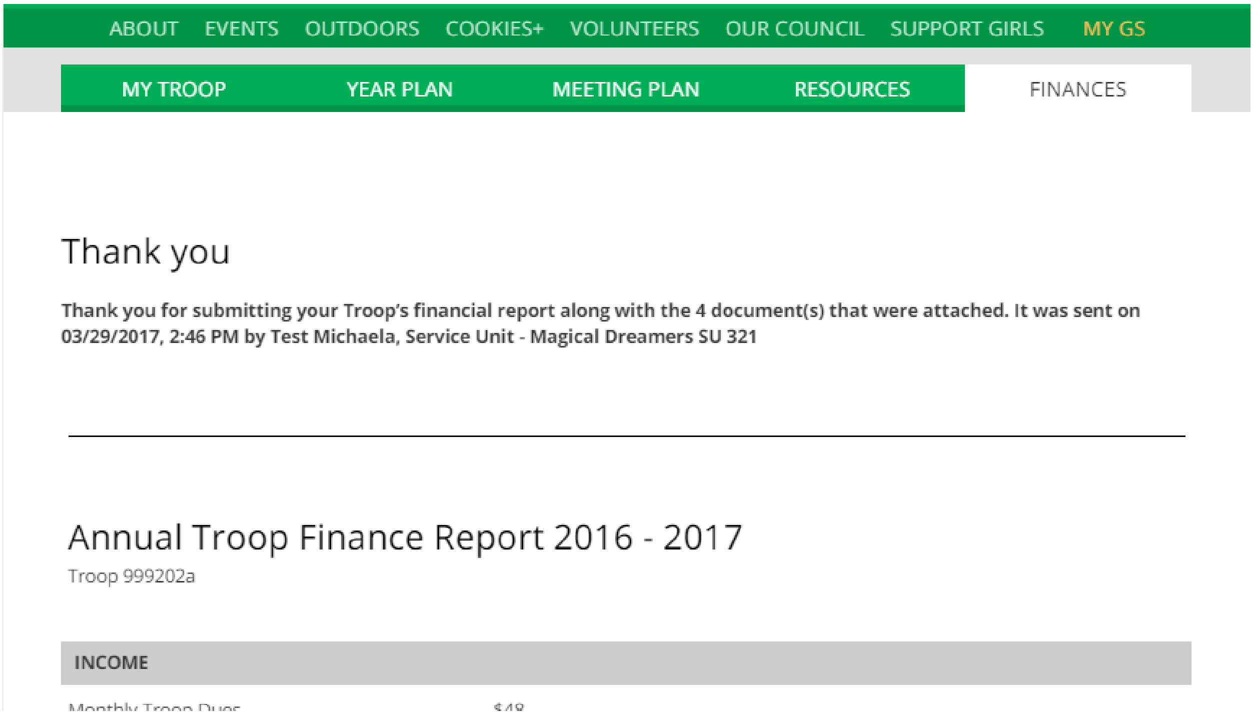
Once you choose your files to attach to your report, you will see the list of documents in the pop-up box. Click "YES, SUBMIT NOW," and you will complete your finance report. Remember, this cannot be undone. If you click "NO, DON'T SUBMIT," you can go back and preview, but not edit, the finance report.



You will receive a pop-up confirmation of your finance 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).



WHAT'S NEXT?

Your finance report is complete for the year. On July 1, finances and your VTK year plan will be archived. They will be available to you under your "Past Year" tab. You can print your finance report using the print icon at the top of the page and view it anytime.

RUNNING BEHIND?

Please remember to submit your finance report on time. Troop finance reports are due on June 1, so get an early start. Troops that have not submitted financial reports will not be able to meet, travel, raise money, or take trips until it is submitted and reviewed.

NEED HELP?

Contact your service unit treasurer or service unit manager to assist you with your troop finances. If you need help with the VTK Finance tab, contact customercare@gsgcf.org. We also have a webinar tutorial to help you use the VTK Finance tab for the first time. It can be found in the "Financial Tips and Information" link at the top of the VTK Finance tab.