

# Annual Troop Finance Report Hot Sheet

Submit your Annual Troop Finance Report (ATFR) using the Finances tab in the Volunteer Toolkit (VTK). This VTK function is only available from June 1–September 30. **The ATFR is due June 30, 2023.**

If you have trouble logging into the VTK or have questions, please contact our customer care team at 1(800) 541-9852 or [customercare@girlscoutsww.org](mailto:customercare@girlscoutsww.org). Please note that to access the VTK Finances tab, you must be an active member with an eligible background check and listed as a troop leader, assistant leader, or treasurer.

## What to gather before working on your report!

- **Troop Detailed Cash Record:** Use this form to record cash income and expenses.
- **Bank statements:** If you need KeyBank online access or past bank statements, email [volunteerbanking@girlscoutsww.org](mailto:volunteerbanking@girlscoutsww.org).
- **Receipts/invoices/emails for purchases:** For questions about statement transactions labeled “Direct Deposit GSWW” please contact [volunteerbanking@girlscoutsww.org](mailto:volunteerbanking@girlscoutsww.org). For questions regarding statement transactions labeled “Girl Scouts of New York, NY, USA” or similar, please call 1(800) 811-9342 or email [shopcustomerservice@girlscouts.org](mailto:shopcustomerservice@girlscouts.org).
- **Product program proceeds:** Use M2 for Fall Product and eBudde for Girl Scout Cookies.
- **Financial assistance emails:** If applicable.

## Tips and Tricks for Completing!

- Start now, finish later—the VTK will save your work! Chrome and Firefox are the preferred browsers.
- Use your May 2023 bank statement to complete your ATFR, due by **June 30, 2023**.
- Check out our [ATFR resources](#), including a PDF with screenshots of how to submit.
- All troops must complete an ATFR, even if your bank account is not open. The only exception is if your troop formed after June 30, 2023. Go to our [ATFR resources](#) page for a PDF walk-through for troops without bank accounts.
- Are you new to the VTK? View our [user guides](#) or check out the gsLearn module.
- Submitting through the VTK is strongly preferred; however, a [paper form](#) is available on our website.

- As you're completing the report, use the "helpful links" button at the top of the page and the green triangle "council detail" buttons next to the income and expense fields for additional info.
- The start date of your report is June 1 or, for new troops, the day your troop started.
- At the end of the ATFR you will see a statement that reads that the ATFR is due on September 30. This refers to the date the VTK will no longer be available for troops to submit their ATFR for the 2023-2024 Girl Scout year. **The due date is June 30.**
- If you are turning in your ATFR after the June 30 deadline, please still use your May statement to complete it.
- For troops with multiple accounts, the VTK only allows one submission per volunteer. A different eligible volunteer will need to complete the second ATFR.
- If your troop bank account is not with Key Bank, please submit your bank statements for the entire ATFR year.

**Important Notes!** Troops who do not complete their ATFR by the June 30 deadline are considered delinquent. Delinquent troops who have not completed their ATFR by May 31 of the following year will have their funds donated. These funds will no longer be available for recovery and will not be reimbursed by Girl Scouts of Western Washington.

**Need to open your troop bank account?** Start with our [application and instructions](#).

**Want to support other local Girl Scouts?** You can donate troop funds to invest in our council. If you want to learn more, go to our [donate page](#) or email [donate@girlscoutsww.org](mailto:donate@girlscoutsww.org)!