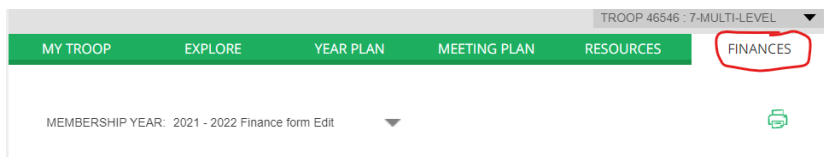


Annual Troop Finance Report EXAMPLE

For Troops With NO Bank Account

To start, log into your Girl Scout myAccount from the girlscoutsww.org website and navigate to the Volunteer Toolkit (VTK). Once in the VTK click on the "Finances" tab. From there follow the information in the boxes below.



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

Troop or Group Dues	\$ 0.00	
Financial Assistance	\$ 0.00	Council Detail
Fall Product Net Proceeds	\$ 0.00	Council Detail
Cookie Program Net Proceeds	\$ 0.00	Council Detail
Gross Income	\$ 0.00	Council Detail
Other Income	\$ 0.00	Council Detail
Total Income	\$ 0.00	

Leave AS IS = all 0.00

Click on "Council Details" for helpful information

[Add a note on Troop INCOME \(optional\)](#)

EXPENSES

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

Program and Event Fees	\$ 0.00	Council Detail
Camp Fees	\$ 0.00	Council Detail
Membership or Renewal Fees	\$ 0.00	Council Detail
Programs and Events Fees	\$ 0.00	Council Detail
Food and Beverage	\$ 0.00	
Troop or Group Supplies/Equipment	\$ 0.00	
Community Service Projects	\$ 0.00	
Donations	\$ 0.00	Council Detail
Bank Fees and Charges	\$ 0.00	Council Detail
Other Expenses	\$ 0.00	Council Detail
Total Expenses	\$ 0.00	

Leave AS IS = all 0.00

FINANCIAL SUMMARY

LAST UPDATE
06/13/2022, 10:50:14 AM
ADDIE ROCCHIO

2021 - 2022	
Starting Balance	\$ 0.00
Income	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 0.00

Starting Balance = 0.00

Ending Balance = 0.00

From the Council

Starting balance should match 2021 ATFR ending balance. This year's ending balance should match your May 2022 bank statement.

The ATFR is due June 30, 2022. The September 30, 2022 date you see below is when the ATFR is no longer available.

[Add a note on the Troop's financial summary](#)

Caregivers 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.

Submit the Troop Finance Report by September 30, 2022

BANK INFORMATION

Checking Account *Required*

LAST UPDATE

Bank Name

Branch Name

Last 4 accounts #s

Signers on Checking Account

Signer 1 First Name

Signer 1 Last Name

Signer 2 First Name

Signer 2 Last Name

Bank Information Enter:
 Bank Name = None Yet
 Branch Name = Unknown
 Last 4 of account # = 0000

Signers on account:
 Enter both leaders (or future signers if known) first and last names.

COUNCIL NOTES AND QUESTIONS FOR TROOPS

Troop Status *Required*

LAST UPDATE

What is the status of Troop [] for the next membership year?

Returning

Merge With Another Troop

Disbanding

Not Sure

Troop Service Unit

Service Unit Name Number

Service Unit Name = blank or general area

Number = 3-digit SU number

Council Note for all Troops

Finance Report Start Date (June 1, 2021 or after if new troop)

Troop Response

Your response to the council *Required*

Click and enter approximate troop start date or best guess

Council Note for all Troops

Last Bank Statement Date (May 2022 or different if disbanding)

Troop Response

Your response to the council *Required*

Enter N/A

Council Note for all Troops

Balance as of Last Bank Statement (May 2022 statement unless troop is disbanding, then use your last bank statement)

Troop Response

Your response to the council *Required*

Enter N/A

Council Note for all Troops

If disbanding, date you will go into the bank to close bank account (just enter N/A if not disbanding)

Troop Response

Your response to the council *Required*

Enter N/A

Council Note for all Troops

Describe how and when the remaining balance will be used.

Troop Response

Your response to the council *Required*

Enter N/A

Council Note for all Troops

List all non-GSFWW gifts/donations received and the donors' name.

Troop Response

Your response to the council *Required*

Enter N/A

Council Note for all Troops
Cash Held Outside of Bank Account


Troop Response

 Your response to the council
Required

Enter only if you have collected \$
and/or are holding troop funds

Council Note for all Troops
Best way to contact you

Troop Response

 Your response to the council
Required

Enter email or phone

Council Note for all Troops
Your Name

Enter name

Council Note for all Troops
If your Troop ATFR computed ending balance does not match your May 2022 bank statement ending balance, please explain discrepancy. If your ATFR ending balance matches your May 2022 bank statement please type N/A in the box.

Troop Response

 Your response to the council
Required

Enter N/A

Preview and Publish

Preview your finance report as volunteers will see it.

PREVIEW & ADD ATTACHMENTS

LAST UPDATE 06/16/2022, 2:38 PM

Click "Preview" and review carefully. To make changes, click the green **edit** button near the top of the page. You cannot change your report once submitted.

Send report to Council: Due June 30, 2021

Person who is sending the report

Name	Sarah
Troop	Troop 40000
Report Sent	April 7, 2021



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 "Add Attachments & Send to Council"

ADD ATTACHMENTS & SEND TO COUNCIL

Click "Add Attachments & Send to Council."

In The Future:

You will attach documents ONLY IF...

Your troop variance is greater than \$500. Attach detailed cash records and documentation showing income and expenses.

OR

Your troop account is NOT with Key Bank. Attach pictures or PDFs of your bank statements.