

Annual Troop Finance Report Hot Sheet

Annual Troop Finance Reports (ATFR) will be submitted using the Finances tab in the Volunteer Toolkit (VTK). **Due June 30, 2022.**

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.

What to Gather Before Working on Your Report:

- **Troop detailed cash record:** If you use this to record income and expenses.
- **Bank statements:** If you need KeyBank online access, or past bank statements, email volunteerbanking@girlscoutsww.org.
- **Receipts/invoices/emails for purchases:** For questions about statement transactions labeled “Direct Deposit GSWW” please contact volunteerbanking@girlscoutsww.org. For questions regarding statement transactions labeled “Girl Scouts of New York, NY NY USA” or similar please call or email 1-800-811-9342 or email shopcustomerservice@girlscouts.org.
- **Product program net proceeds:** Use Trophy Nut for fall product and eBudde for cookies.
- **Troop reward funds:** If members of your troop opted to receive troop proceeds instead of prizes, please record the amount in the “other income” section and note that the funds are from troop rewards. The deposit was made on or about April 25, 2022.
- **Financial assistance emails:** If applicable.

Tips and Tricks for Completing:

- Make sure the volunteer who completes your ATFR is listed as a leader, assistant leader, or treasurer and has a current background check. Only these roles will be able to access the VTK Finances tab.
- Use your May 2022 bank statement to complete your ATFR, due on **June 30, 2022**.
- 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.
- Check out our [ATFR resources](#), including a PDF with screenshots of how to submit.
- Are you new to the VTK? Go to [this](#) webpage for more info or check out the gsLearn module.
- Start now, finish later, the VTK will save your work! Chrome and Firefox are the preferred browsers.
- 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 2021-2022 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.

Important Notes! If your troop's ATFR is not completed by August 31, 2022 your troop bank account will be frozen until the report is submitted.

Do you need to open your troop bank account? Go [here](#) for an application and instructions.

Did you know that you can make a donation with troop funds to support GSWW's mission?

If you want to learn more, go to our [donate page](#) or email donate@girlscoutsww.org!