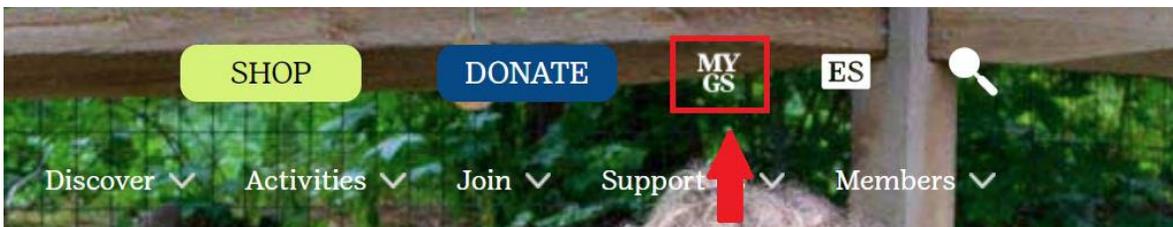


Volunteer Toolkit (VTK) Submission Instructions for the Annual Troop Finance Report (ATFR)

- **ATFR due date:** June 30
- **ATFR submission window in the Volunteer Toolkit (VTK):** June 1–September 30
- **Submissions after September 30:** Delinquent submissions must be completed using the **ATFR Paper Form**.
- **Who can submit your troop’s ATFR?** Volunteers with an active **Leader/Assistant Leader/Treasurer** role, current **Girl Scouts of Western Washington membership**, and a valid **background check**.
- **Helpful tip:** VTK autosaves your progress—start now and finish later at your convenience!
- **Need help?** Contact our customer care team at **1(800) 541-9852** or customercare@girlscoutsww.org.

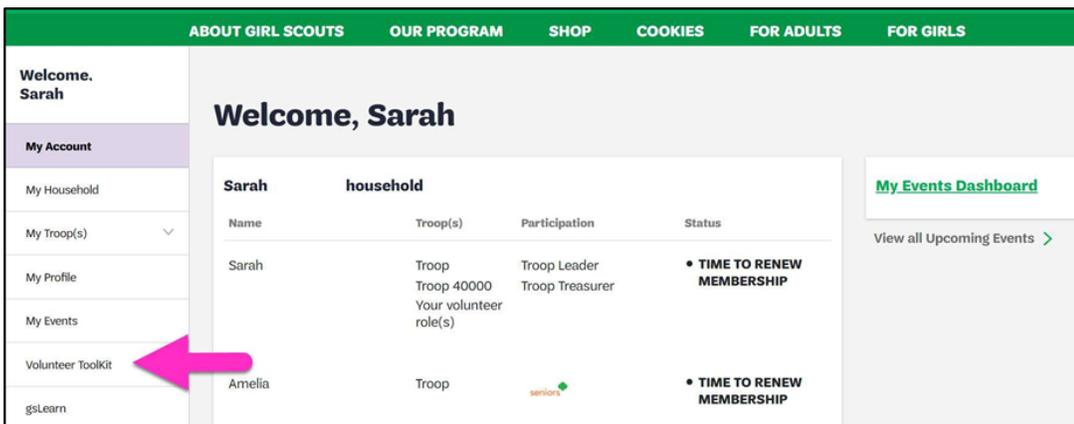
Step 1: Navigate to the [Girl Scouts of Western Washington](https://www.girlscoutsww.org) website and select the MYGS icon.



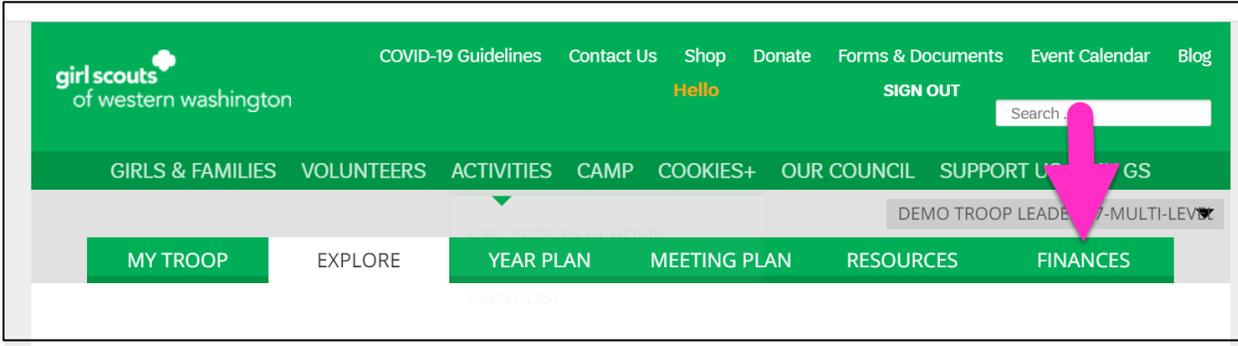
Step 2: Click on the Login button and enter your email address and password.



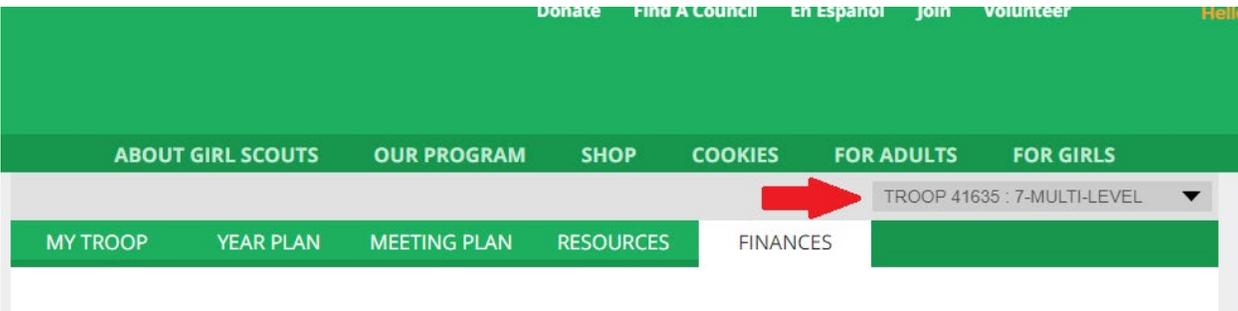
Step 3: Go to Volunteer Toolkit on the left side.



Step 4: Choose the Finances tab.



Step 5: Signers on multiple Girl Scouts of Western Washington Volunteer-Led bank accounts should select the dropdown menu and choose the specific troop. One submission per Troop Leader, Assistant Leader or Treasurer is allowed in the VTK.



Step 6: Selecting the **Helpful Links** light bulb for ATFR resources is highly recommended.



Step 7: In the **Income** and **Expenses** section, enter the amounts in the designated sections. If your troop is new and/or there is no income or expenses, enter "0.00" in all appropriate fields. Total income and expenses entered will automatically populate in the Financial Summary section. The green triangle can expand the line item for detailed information.



If you entered a value into “other income” or “other expenses,” click the + icon at the bottom of the Income and Expenses section to add a description.

Gross Income	\$	0.00	▶ Council Detail
Other Income	\$	0.00	▶ Council Detail
Total Income	\$	0.00	

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

Step 8: In the **Financial Summary** section, enter your troop’s starting balance. It should match what your bank statement balance shows on June 1, 2024, and your troop’s last year’s ATFR’s ending balance. If your troop is new this year, your starting balance will be zero. If you submitted your troops ATFR in the VTK last year, the starting balance will be automatically entered according to last year’s ending balance but can be edited.

For discrepancies, click the + icon before “Add a note on the Troop’s financial summary” to explain.

FINANCIAL SUMMARY

2023 - 2024

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

From the Council

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

Step 9: Complete **Bank Information** and **Council Notes and Questions for Troops** sections. You must input a value or N/A for each section. Click the + icon to add a response. Responses are limited to 250 characters.

Council Note for all Troops

Finance Report Start Date (last year's ending report date)

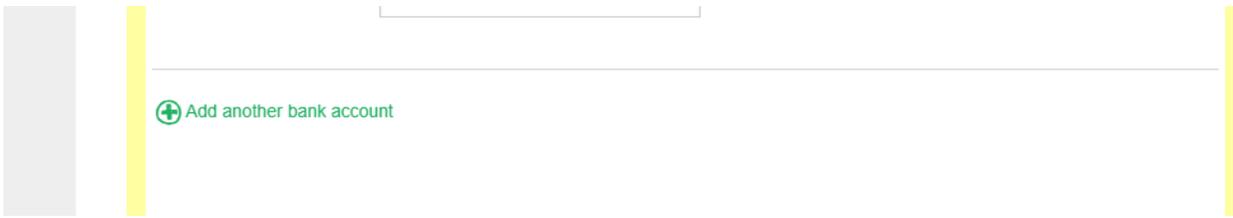
Troop response

[+ Your response to the council](#)

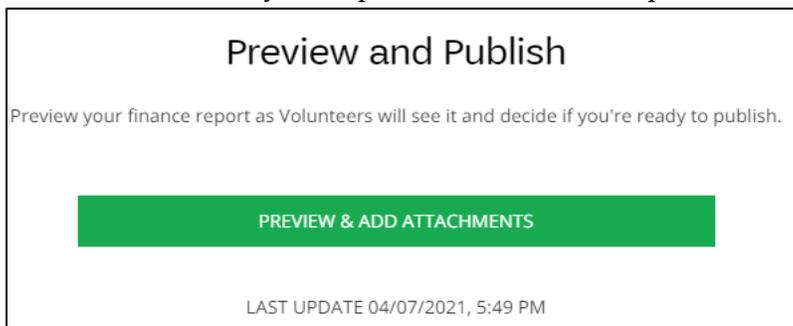
Required

FOR TROOPS THAT TRANSITIONED FROM ONE BANK TO ANOTHER

Under the **Bank Information** section, troops who transitioned from one bank to another between June 1, 2024, and May 31, 2025, will need to click on the “Add another bank account” option and enter the second bank’s information.



Step 10: After completing **all** fields, click the **Preview & Add Attachments** button at the bottom of the report. This **DOES NOT** submit the ATFR. A VTK ATFR submission can be reversed **once per troop**. If you discover an error in your report after submission, please contact our customer care team.



Step 11: Please review your report carefully. If you need to change an entry, click the green “Edit Report” button near the top of the page.



Step 12: Attachments are not necessary unless you fall into one of the categories below.

REQUIREMENT: For troops who bank **outside** of Key Bank, Umpqua Bank, or First Financial Northwest Bank, statements from June 1–May 31 should be emailed to volunteerbanking@girlscoutswv.org.

REQUIREMENT: If your troop has a discrepancy of \$500 or more, attach your Detailed Cash Record.

DOCUMENT ATTACHMENTS

Allow troops to attach documents? **Required**



Yes, allow financial attachments (max combined up to 25mb)



No, do not allow attachments

Step 13: After you have reviewed your report and attached documents, you are ready to submit the report. Click the green **Yes, Submit Now** button to submit your ATFR.

SUBMIT TO COUNCIL

Are you ready to submit the 2020-2021 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.

Once all your files are added, if it exceeds the 25mb maximum, please use the link below to convert all attachments to a zip file. This will compress multiple files to a smaller attachment. If the combined file still exceeds 25mb, please save your report and contact your council for further instructions. You will not be able to submit if attachments exceed 25mb.



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.

Your report has now been submitted to council!

If you do not receive a confirmation email with a copy of your responses, please contact our customer care team at 1(800) 541-9852 or customercare@girlscoutsww.org.