

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

- ATFR due date: June 30
- ATFR submission window in the Volunteer Tollkit (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 website and select the MYGS icon.



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

RAM SHUP COURTES FUR ADULTS FUR GIRLS	RAM SHOP COOKIES FOR ADULTS FOR GIRLS	

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

	ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	FOR GIRLS
Welcome. Sarah	Welcome	, Sarah				
My Account						
My Household	Sarah I	nousehold				My Events Dashboard
My Troop(s) 🗸 🗸	Name	Troop(s)	Participation	Status		View all Upcoming Events >
My Profile	Sarah	Troop Troop 40000	Troop Leader Troop Treasurer	• TIM	E TO RENEW	
My Events		Your volunteer role(s)				
Volunteer ToolKit	Amelia	Тгоор		• TIM	E TO RENEW	
gsLearn			seniors	MEN	MBERSHIP	

Step 4: Choose the Finances tab.

girl scouts of western washington	COVID-1	9 Guidelines	Contact Us	s Shop Hello	Donate	Forms & Do SIGN	ocuments OUT	Event C	alendar	Blog
GIRLS & FAMILIES	VOLUNTEERS	ACTIVITIES	CAMP	COOKIES	- OUR		SUPPOR	tr UC	GS	
		•				DEN	/IO TROOP	LEADE	7-MULTI-I	LEVD
MY TROOP	EXPLORE	YEAR PL	AN	MEETING P	LAN	RESOUR	CES	FINAN	ICES	
		EVENT LIST								

Step 5: 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.

			Donate Find	A Council En	Espanoi Join	volunteer	
ABOUT	GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	FOR GIRLS	
					TROOP 416	35 : 7-MULTI-LEVEL	T
MY TROOP	YEAR PLAN	MEETING PLAN	RESOURCES	FINANC	ES		
e p 6: Selectin	ng the Helpf	f ul Links light l	bulb for A	FR resour	ces is highly r	ecommended	T
Annual T	roon Finar	nce Renort 2	020 - 20	21			
/ infoar f		lee Report 2	.020 20	<u> </u>			
Please use your l Click on Helpful L	May 2021 bank stati .inks (located to the	ement. The Annual Troo e right of this box) for rel	p Finance Report ated resources.	is due June 30, 2	021.	P Helpful Links	

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.

INCOME				
Your updates are automatic If there is no value for an ite	<mark>ally saved b</mark> m, leave the	<mark>ut not submitte</mark> e field at 0.00	d to the Council.	
			•	INCOME LAST UPDATE
Troop or Group Dues	\$	0.00	+	
Financial Assistance	\$	0.00	▼ Council Detail	
			Received by member from Girl Scouts of Western Washington	
Fall Product Net Proceeds	\$	0.00	Council Detail	

For assistance please contact Customer Care at customercare@girlscoutsww.org or 1(800) 541-

9852.

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 IN	COME (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 SUMMAR	RY		
2023 - 2024			
Starting Balance	\$	0.00	
Income	\$	0.00	
Expenses	\$	0.00	
Ending Balance	\$	0.00	
From the Council			
Add a note on the T	roop'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 sponse
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.

Add another bank account

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 <u>volunteerbanking@girlscoutsww.org</u>.

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

DOCUMENT ATTACHMENTS	
Allow troops to attach documents? <i>Required</i>	
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	er the rep rt 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**.