

# Annual Troop Finance Report (ATFR) Hot Sheet

**Submit your Annual Troop Finance Report (ATFR) by June 30, 2025.** You can submit your ATFR electronically using the Volunteer Toolkit from June 1–September 30, 2025. After September 30, ATFRs must be submitted using the paper form.

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## Steps to Complete Your ATFR

### 1. Gather materials:

- **Troop Detailed Cash Record:** use [this form](#) to track all income and expenses.
- **VTK ATFR Submission Instructions:** [step-by-step instructions](#) with images.
- **Bank statements (June 2024–May 2025):**
  - For assistance with Umpqua or KeyBank online access, email [volunteerbanking@girlscoutsww.org](mailto:volunteerbanking@girlscoutsww.org).
  - Other banks must email full-year statements to [volunteerbanking@girlscoutsww.org](mailto:volunteerbanking@girlscoutsww.org).
- **Receipts, invoices, or emails:**
  - For purchases and reimbursements labeled "Direct Deposit GSWW", email [volunteerbanking@girlscoutsww.org](mailto:volunteerbanking@girlscoutsww.org).
  - For purchases and reimbursements labeled "GS of New York, NY, USA", call 800-811-9342 or email [shopcustomerservice@girlscouts.org](mailto:shopcustomerservice@girlscouts.org).
- **Product Program proceeds:** log in to M2 (for Fall Product) and eBudde (for Girl Scout Cookie Program) to find your troop's proceeds amounts in the Sales Report.
- **Financial assistance documentation:** if applicable.

### 2. Log in to the VTK:

- Girl Scouts of Western Washington membership, background check, and Leader/Assistant/Treasurer role required.
- Use **Chrome** or **Firefox** for best user experience.
- The VTK saves your progress— you can start now and finish later!

### 3. Complete and submit your ATFR:

- Report start date is **June 1, 2024**, or different if your troop is less than a year old.
- Report end date is **May 31, 2025**, or different if your troop is disbanding.
- Use the "**Helpful Links**" and **green triangle icons** in the VTK for guidance.
- New troops (formed before June 1, 2025) must complete an ATFR.
  - View our [example ATFR for troops without accounts](#).
- One report per volunteer—another eligible volunteer must submit for additional accounts.

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## Need Help?

Contact our customer care team at 1-800-541-9852 or [customercare@girlscoutsww.org](mailto:customercare@girlscoutsww.org). You can also visit [gsLearn](#) to view our ATFR walkthrough video.

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## Important

- Delinquent ATFRs not submitted by May 31, 2026, will result in donated funds, which cannot be recovered or reimbursed by Girl Scouts of Western Washington.