

Annual Troop Finance Report Hot Sheet

Submit your Annual Troop Finance Report (ATFR), **due June 30, 2024**, using the Volunteer Toolkit (VTK). This VTK function is only available from June 1–September 30, 2024.

Contact our customer care team at 1(800) 541-9852 or customercare@girlscoutsww.org for assistance. Access to the VTK Finances tab requires active membership, an eligible background check, and appropriate role designation (troop leader, assistant leader, or treasurer).

What You'll Need for Your ATFR:

- **Troop Detailed Cash Record:** Use this form to record cash income and expenses.
- **Bank statements:** For assistance with KeyBank or Umpqua Bank online access to view statements, email volunteerbanking@girlscoutsww.org.
- **Receipts/invoices/emails for purchases:** For statement transactions inquiries labeled "Direct Deposit GSWW" contact volunteerbanking@girlscoutsww.org. For statement transactions labeled "Girl Scouts of New York, NY, USA" or similar, call 1(800) 811- 9342 or email shopcustomerservice@girlscouts.org.
- **Product program proceeds:** Use M2 for Fall Product and eBudde for Girl Scout Cookies.
- **Financial assistance emails:** If applicable.

Tips and Tricks for Completing Your ATFR:

- Start now, finish later—the VTK saves your progress! Chrome and Firefox are the preferred browsers.
- Use your June 2023–May 2024 bank statements to complete your ATFR.
- Check out our [ATFR resources](#) on our website, including a PDF with screenshots of how to submit your ATFR.
- All troops formed prior to June 30, 2024, must complete an ATFR, even if your bank account is not open. For troops without bank accounts, an example of how to complete your troop's report is available on our [ATFR resources](#) webpage.
- New to the VTK? View our user guides, check out the gsLearn module, and explore other resources on our [VTK webpage](#).

- Your ATFR should be submitted through the VTK. However, a [paper form](#) is also accessible on our website.
- From the VTK, use the "helpful links" button located at the top of the page and the green "council detail" drop-down next to the income and expense fields for additional information.
- Report start date is June 1, 2024, or, for new troops, the day your troop started.
- The reference to September 30 at the end of the ATFR in the VTK marks the closure of the VTK for the 2023–2024 submission period.
- For troops managing multiple accounts, the VTK permits only one submission per volunteer. If you need to submit a second ATFR for another account, a different eligible volunteer must complete it using the VTK.
- Troop bank accounts not with Key Bank or Umpqua Bank must **submit bank statements for the entire ATFR year.**

Important! Troops who do not complete their ATFR by the June 30 deadline are considered delinquent. Delinquent troops who have not completed their ATFR by May 31 of the following year will have their funds donated. These funds will no longer be available for recovery and will not be reimbursed by Girl Scouts of Western Washington.

Need to open your troop bank account? Start with our [application and instructions](#).

Want to support other local Girl Scouts? You can donate troop funds to invest in our council. You can learn more by visiting the [donate page](#) on our website or by reaching out to us at donate@girlscoutsww.org