

Annual Troop Finance Report Submission Instructions

The Annual Troop Finance Report (ATFR) should be submitted through the Finances tab in the Volunteer Toolkit (VTK). Your ATFR is due on **June 30, 2024**.

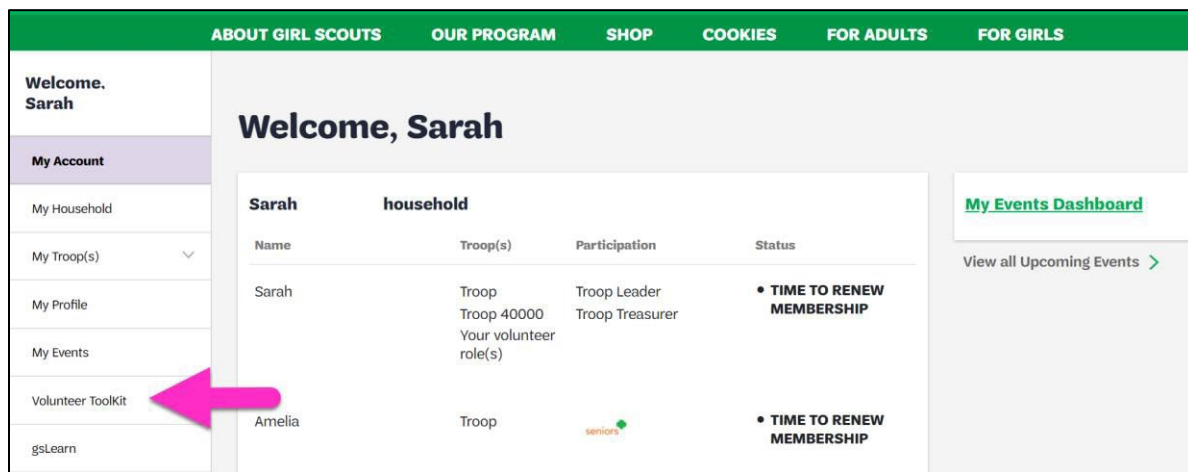
You will need your May 2024 bank statement to complete your ATFR.

Follow the instructions below to complete your troop's ATFR. If you need help logging in, please contact our customer care team at 1(800) 541-9852 or customercare@girlscoutsww.org.

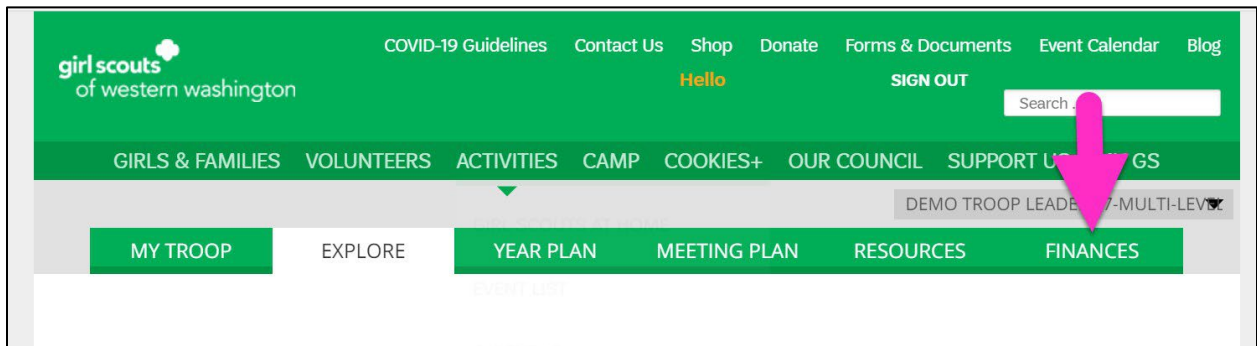
Step 1: Navigate to the [Girl Scouts of Western Washington homepage](#) and click on the MyGS icon in the navigation menu.



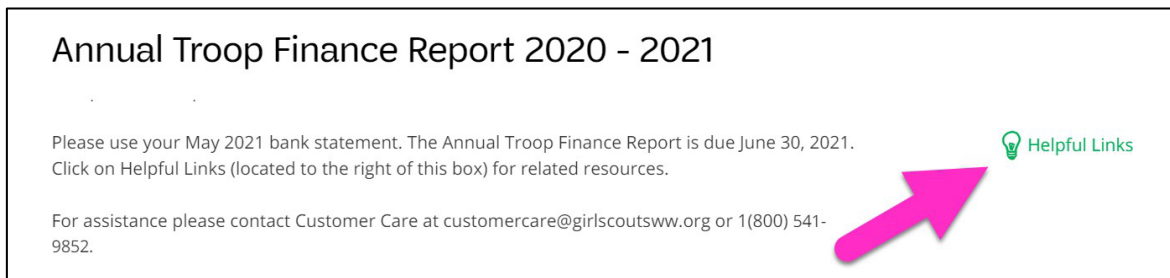
Step 2: Log in to My Account, then click Volunteer Toolkit on the left side.



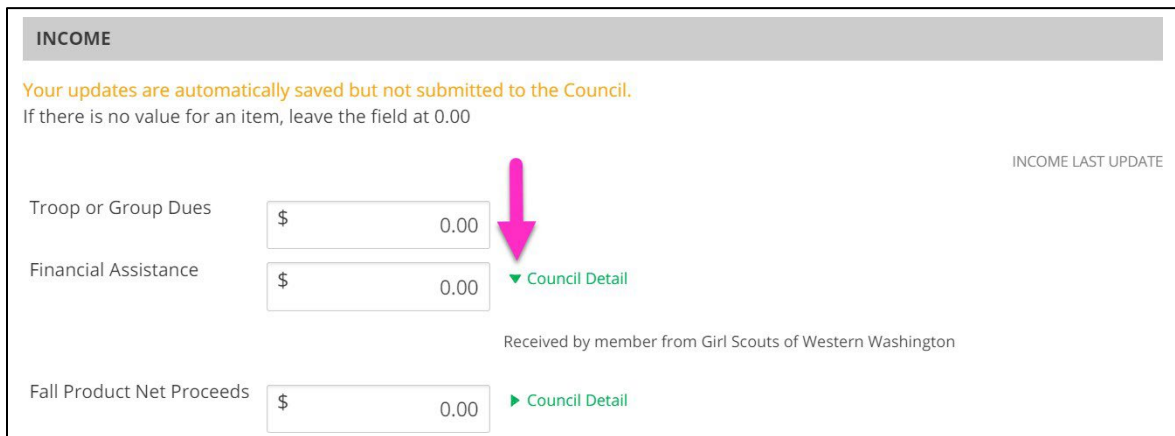
Step 3: Select the Finances tab.



Helpful tip: check out our “Helpful Links” on the right for additional resources to help you complete your report.



Step 4: Input your troop’s income and expenses in the designated fields. If your troop is new and there is no income or expenses, make sure “0.00” is entered in all appropriate fields. Click on the green drop-down to expand the line item for more details.



Helpful tip: the data you enter will be saved, so you can start your ATFR and come back later to finish it!

Click the “+” icon at the bottom of the income and/or expenses section to add a note, if applicable. For example, if you entered a value in the “other income” or “other expenses” fields, please explain briefly.

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


Step 5: In the Financial Summary section, input your troop’s starting balance, which should match last year’s ATFR’s ending balance. If your troop is new this year, your starting balance will be zero.

FINANCIAL SUMMARY		
		LAST UPDATE 04/14/2021, 2:54:34 PM
2020 - 2021		
Starting Balance	\$	1,000.00
Income	\$	150.00
Expenses	\$	50.00
Ending Balance	\$	1,100.00

Note: This form will automatically calculate your income and expenses based on the amounts you entered in the sections above.

Step 6: Next, complete the “Bank Information” and the “Council Notes and Questions for Troops” sections. You must input a value for all sections noted as “Required.” If a question does not apply, type “N/A” in the box.

To add a note, click the “+” icon. Your response is 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	

Step 7: After completing all the fields, when you're ready, click the “Preview & Add Attachments” button at the bottom of the report.

Preview and Publish

Preview your finance report as Volunteers will see it and decide if you're ready to publish.

[PREVIEW & ADD ATTACHMENTS](#)


LAST UPDATE 04/07/2021, 5:49 PM

Step 8: Please carefully review your report; once submitted you cannot make changes. You must complete all required sections before submitting the report. If you need to change an entry, click the green “Edit Report” button near the top of the page.

Send report to Council: Due June 30, 2021

Person who is sending the report

Name	Sarah
Troop	Troop 40000
Report Sent	April 7, 2021



Check that your information is correct. You cannot change the finance report once it's been sent. If you have a correction, you'll have to contact the Council.

Any documents you want to send can be attached after you select “Add Attachments & Send to Council”

[ADD ATTACHMENTS & SEND TO COUNCIL](#)

Any documents you wish to send can be attached to your report after you select the add “Attachments & Send to Council” button shown below. If your troop has an extreme variance (\$500 or more), please send your Detailed Cash Record and documentation showing income and expenses.


Step 9: Attach documents, if applicable, and click the green “Yes, Submit Now” button.

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 is complete! You will receive a confirmation email with a copy of your responses.

If you discover an error after submitting your report, please contact our customer care team at 1(800) 541-9852 or customercare@girlscoutsw.org.