

## Annual Troop Finance Report EXAMPLE for Troops with NO bank account

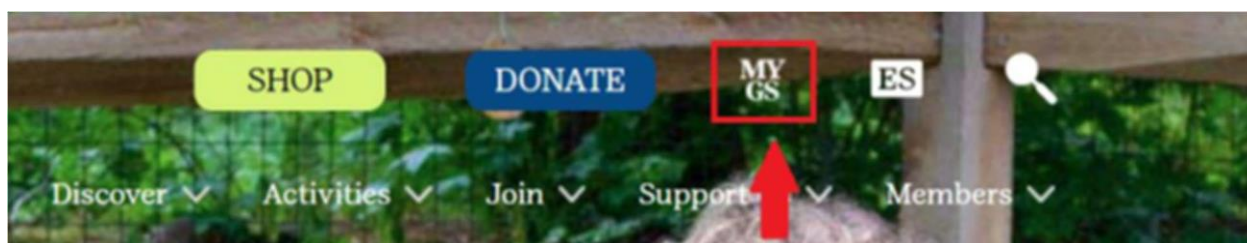
The Annual Troop Finance Report (ATFR) is due on **June 30, 2024**, and should be submitted through the Volunteer Toolkit (VTK) between June 1 and September 30, 2024.

Delinquent ATFR's will need to be completed using the paper form found online and emailed to our customer care at [customercare@girlscoutsww.org](mailto:customercare@girlscoutsww.org) after September 30.

Data must be entered by a Troop Leader, Assistant Leader, or Treasurer.

The VTK auto-saves your progress, so you can start your ATFR and come back later to finish it! For assistance, please contact our customer care team at 1(800) 541-9852 or [customercare@girlscoutsww.org](mailto:customercare@girlscoutsww.org).

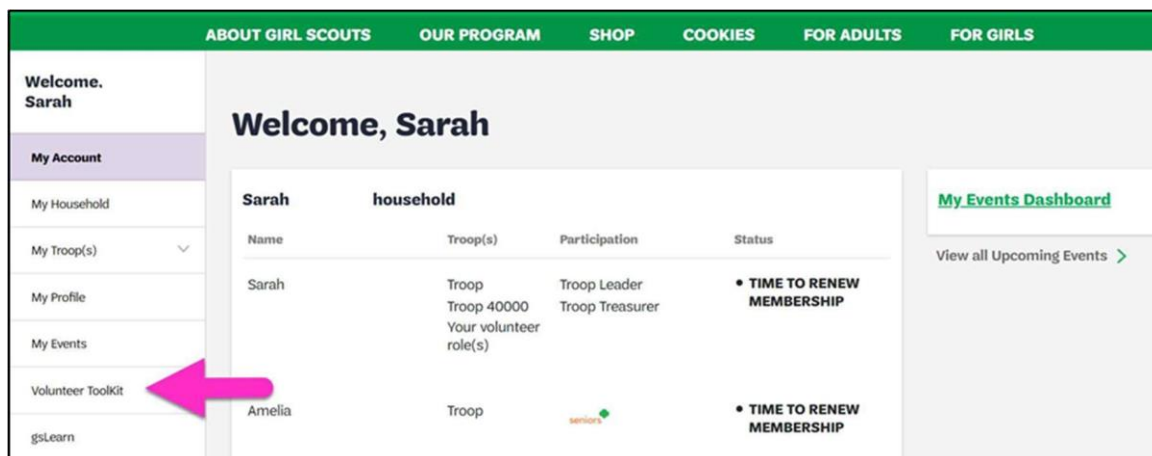
**Step 1:** Navigate to the [Girl Scouts of Western Washington homepage](https://www.girlscoutsww.org) and click on the **MyGS** icon.



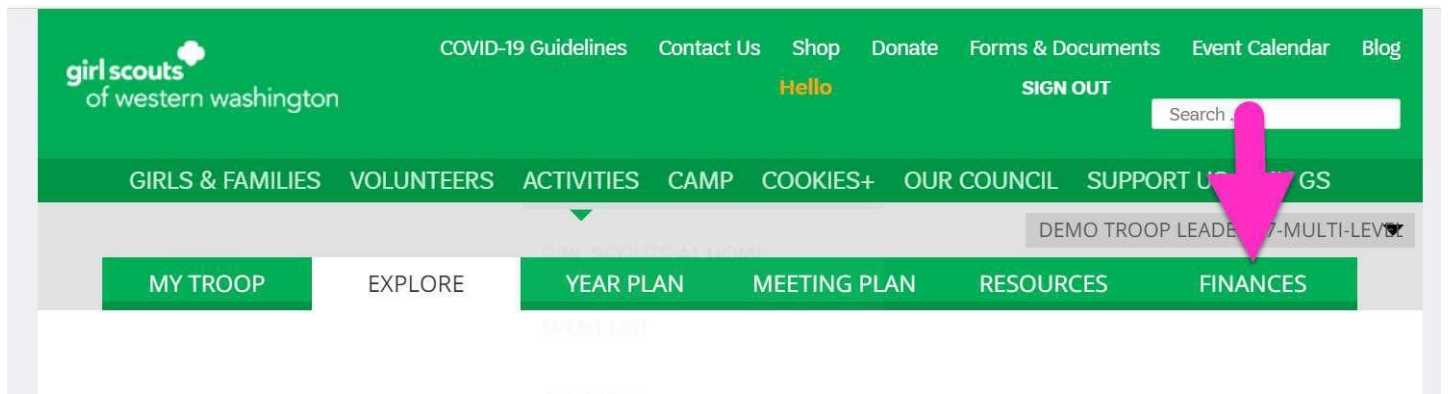
**Step 2:** Click on the Login button and enter your email address and password



**Step 3:** Select Volunteer Toolkit from the left side menu.



**Step 4:** Choose the Finances tab.



**Step 5:** If you are a signer on multiple Girl Scouts of Western Washington Volunteer-Led bank accounts, select the drop-down menu to choose the troop you will complete the ATFR for. One submission per Troop Leader, Assistant Leade, or Treasurer is allowed in the VTK.



**Step 6:** Enter information in each field as shown below

**INCOME**

Your updates are automatically saved but not submitted to the Council.  
If there is no value for an item, leave the field at 0.00

Troop or Group Dues	\$ 0.00	
Financial Assistance	\$ 0.00	<a href="#">Council Detail</a>
Fall Product Net Proceeds	\$ 0.00	<a href="#">Council Detail</a>
Cookie Program Net Proceeds	\$ 0.00	<a href="#">Council Detail</a>
Gross Income	\$ 0.00	<a href="#">Council Detail</a>
Other Income	\$ 0.00	<a href="#">Council Detail</a>
<b>Total Income</b>	<b>\$ 0.00</b>	

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

**Leave AS IS = all 0.00**

Click on "Council Details" for helpful information

## EXPENSES

If there is no value for an item, leave the field at 0.00

Program and Event Fees	\$ 0.00	<a href="#">Council Detail</a>
Camp Fees	\$ 0.00	<a href="#">Council Detail</a>
Membership or Renewal Fees	\$ 0.00	<a href="#">Council Detail</a>
Programs and Events Fees	\$ 0.00	<a href="#">Council Detail</a>
Food and Beverage	\$ 0.00	
Troop or Group Supplies/Equipment	\$ 0.00	
Community Service Projects	\$ 0.00	
Donations	\$ 0.00	<a href="#">Council Detail</a>
Bank Fees and Charges	\$ 0.00	<a href="#">Council Detail</a>
Other Expenses	\$ 0.00	<a href="#">Council Detail</a>
<b>Total Expenses</b>	<b>\$ 0.00</b>	

**Leave AS IS = all 0.00**

## FINANCIAL SUMMARY

LAST UPDATE  
06/13/2022, 10:58:14 AM  
ADDIE ROCCHIO

2021 - 2022

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

### From the Council

Starting balance should match 2021 ATFR ending balance. This year's ending balance should match 2022 ATFR starting balance. The ATFR is due June 30, 2022. The September 30, 2022 date you see below is when the ATFR is due.

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

Caregivers see the Troop income, expenses, and financial summary. The information appears below. Your information is saved, but has not been submitted to the council.

Signer 2 Last Name

**Starting Balance = 0.00**

### Bank Information Enter:

Bank Name = None Yet  
Branch Name = Unknown  
Last 4 of account # = 1234

### Signers on account:

Enter Troop Leader, Assistant Leader, and/or Treasurer (or future signers if known) first and last names.

## COUNCIL NOTES AND QUESTIONS FOR TROOPS

LAST UPDATE

### Troop Status *Required*

What is the status of Troop for the next membership year?

☐

Returning

☐

Merge With  
Another  
Troop

☐

Disbanding

☐

Not Sure

### Troop Service Unit

Service Unit Name

Number

**Service Unit Name** = blank or general area

**Number** = 3-digit Service Unit number

### Council Note for all Troops

Finance Report Start Date (June 1, 2021 or after if new troop)

### Troop Response

[Your response to the council](#)  
*Required*

Click [+](#) and enter approximate  
troop start date or best

### Council Note for all Troops

Last Bank Statement Date (May 2022 or different if disbanding)

### Troop Response

[Your response to the council](#)  
*Required*

enter n/a

### Council Note for all Troops

Balance as of Last Bank Statement (May 2022 statement unless troop is disbanding, then use your last bank statement)

### Troop Response

[Your response to the council](#)  
*Required*

enter n/a

### Council Note for all Troops

If disbanding, date you will go into the bank to close bank account (just enter N/A if not disbanding)

### Troop Response

[Your response to the council](#)

enter n/a

#### Council Note for all Troops

Describe how and when the remaining balance will be used.

#### Troop Response

+ Your response to the council

Required

enter n/a

#### Council Note for all Troops

List all non-GSWW gifts/donations received and the donors' name.

#### Troop Response

+ Your response to the council

Required

enter n/a

#### Council Note for all Troops

Cash Held Outside of Bank Account

#### Troop Response

+ Your response to the council

Required

enter only if you have collected \$  
and/or are holding troop funds

#### Council Note for all Troops

Best way to contact you

#### Troop Response

+ Your response to the council

Required

enter email or phone

#### Council Note for all Troops

Your Name

enter name

#### Council Note for all Troops

If your Troop ATFR computed ending balance does not match your May 2022 bank statement ending balance, please explain discrepancy. If your ATFR ending balance matches your May 2022 bank statement please type N/A in the box.

#### Troop Response

+ Your response to the council

Required

enter n/a

### Preview and Publish

Preview your finance report as volunteers will see it.

PREVIEW & ADD ATTACHMENTS

LAST UPDATE 06/16/2022, 2:38 PM

**Click Preview, and review carefully.** This **DOES NOT** submit the ATFR. To make changes, click the green **edit** button near top of 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

**Click the Yes, Submit Now button.** You do not have any documents to attach.

**Your report has now been submitted to council!**

If you do not receive a confirmation email with a copy of your responses, contact Customer Care.

A VTK ATFR submission can be reversed once per troop. If you discover an error in your report after submission, contact our customer care team.

### **FOR FUTURE REFERENCE:**

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

- 1) Your troop banks outside of Key Bank or Umpqua Bank. Statements from June 1–May 31 should be emailed to:  
[volunteerbanking@girlscoutswv.org](mailto:volunteerbanking@girlscoutswv.org)
- 2) Your troop has a discrepancy of \$500 or more, attach your Detailed Cash Record.