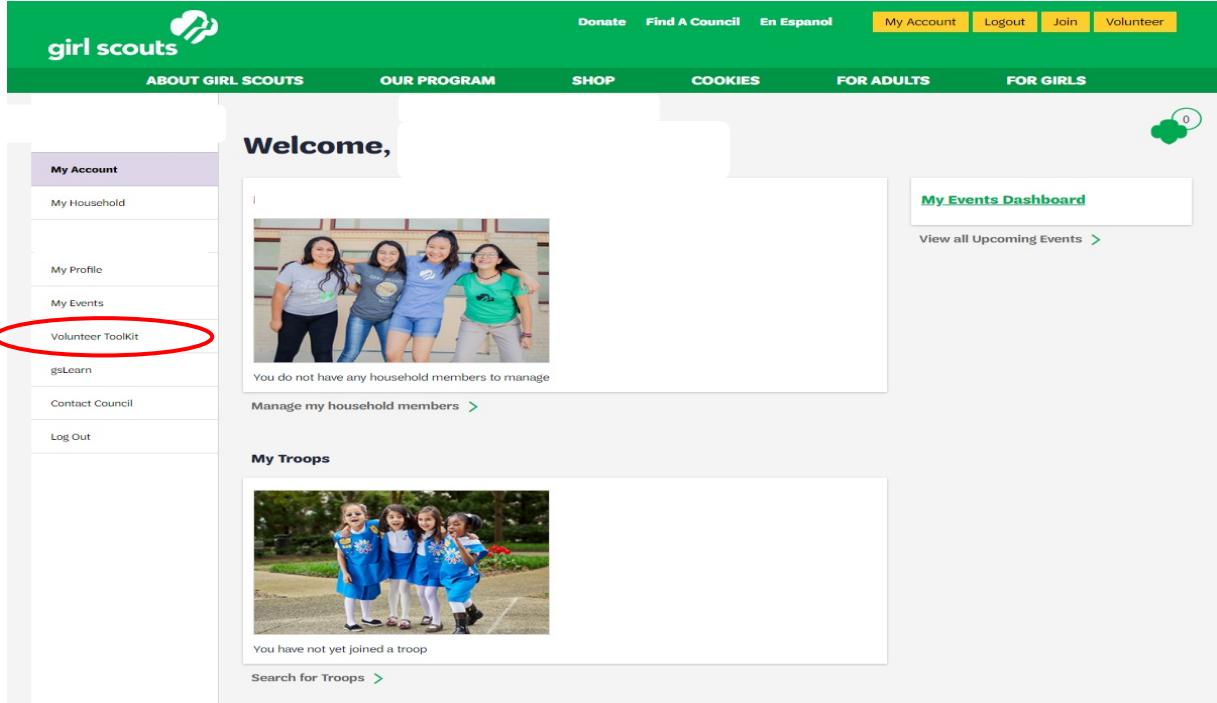


# Annual Troop Finance Report Guide

Log in to your MyGS account at [www.girlscoutsgcnwi.org](http://www.girlscoutsgcnwi.org).

Navigate to the Volunteer Toolkit on the left-hand menu bar.



The screenshot shows the Girl Scouts MyGS account dashboard. The left sidebar, titled 'My Account', includes links for 'My Household', 'My Profile', 'My Events', 'Volunteer Toolkit' (which is circled in red), 'gsLearn', 'Contact Council', and 'Log Out'. The main content area features a 'Welcome' message with a photo of four girls. Below this, there is a 'My Events Dashboard' section with a link to 'View all Upcoming Events'. The bottom section is titled 'My Troops' and shows a photo of four girls, with a link to 'Search for Troops'.

The Troop Financial Details Report spreadsheet may be downloaded from the Troop Leadership Resource tab of the Volunteer Toolkit.

1. From the Resources Tab
2. Look at Troop Leadership section
3. Toggle the “more” arrow,
4. Select Troop Financial Details Report to download it.

The screenshot shows the 'RESOURCES' tab selected in the top navigation bar. A red circle labeled '1' highlights the 'RESOURCES' tab. Below it, the 'AMBASSADOR' section is visible, with a red circle labeled '2' highlighting the 'TROOP LEADERSHIP' section. A red circle labeled '3' highlights the 'more ▶' button under the 'TROOP LEADERSHIP' section. A red circle labeled '4' highlights the 'Troop Financial Details Rep...' link under the expanded 'TROOP LEADERSHIP' section.

Depending on your computer settings the spreadsheet may automatically open or download. Make sure you save to your drive before making edits. This may be converted to Google Sheets if necessary.

NOTE: This spreadsheet should be used as your troop check register. It reflects all the categories of the Annual Finance Report that you will submit at the end of the year. A check register detail is required when you submit your Annual Finance Report, so if you don't use this spreadsheet use something similar that you can attach to report.

## Troop Financial Details Report Tabs:

- Information & Instructions
- Descriptions
- Step 1 – Detailed Transactions <<< all your inputs go here – like a checkbook register
- Step 2 – Income Statement >> produces subtotals by category, which need to be input into online form

GCNWI Detailed Cash Report MY20 - locked (3) [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

G15 A B C D E F G H J

1 girl scouts  
2 of greater chicago  
3 and northwest  
4 indiana  
5

6 DETAILED CASH RECORD

7 Troop Number Year Ex: 2019-20

8 Prepared By Beginning Balance \$ - Cells in these columns are linked. DO NOT EDIT!

9

Date	Category (Select one from the drop down list)	Source or Vendor	Transaction Description	Money Paid Out	Money Received	Total	Running Bank Account Balance
1				\$ -	\$ -	\$ -	\$ -
2				\$ -	\$ -	\$ -	\$ -
3				\$ -	\$ -	\$ -	\$ -
4				\$ -	\$ -	\$ -	\$ -
5				\$ -	\$ -	\$ -	\$ -
6				\$ -	\$ -	\$ -	\$ -
7				\$ -	\$ -	\$ -	\$ -
8				\$ -	\$ -	\$ -	\$ -

Information and Instructions Descriptions Step 1 - Detailed Transactions Step 2 - Income Statement

Ready Type here to search 10:26 PM 4/22/2021

When detailed transactions are complete, click “Calculate” in bottom left corner.

GCNWI Detailed Cash Report MY20 - locked (3) [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

G15 A B C D E F G H J

1 girl scouts  
2 of greater chicago  
3 and northwest  
4 indiana  
5

6 DETAILED CASH RECORD

7 Troop Number Year Ex: 2019-20

8 Prepared By Beginning Balance \$ 1,150.00 Cells in these columns are linked. DO NOT EDIT!

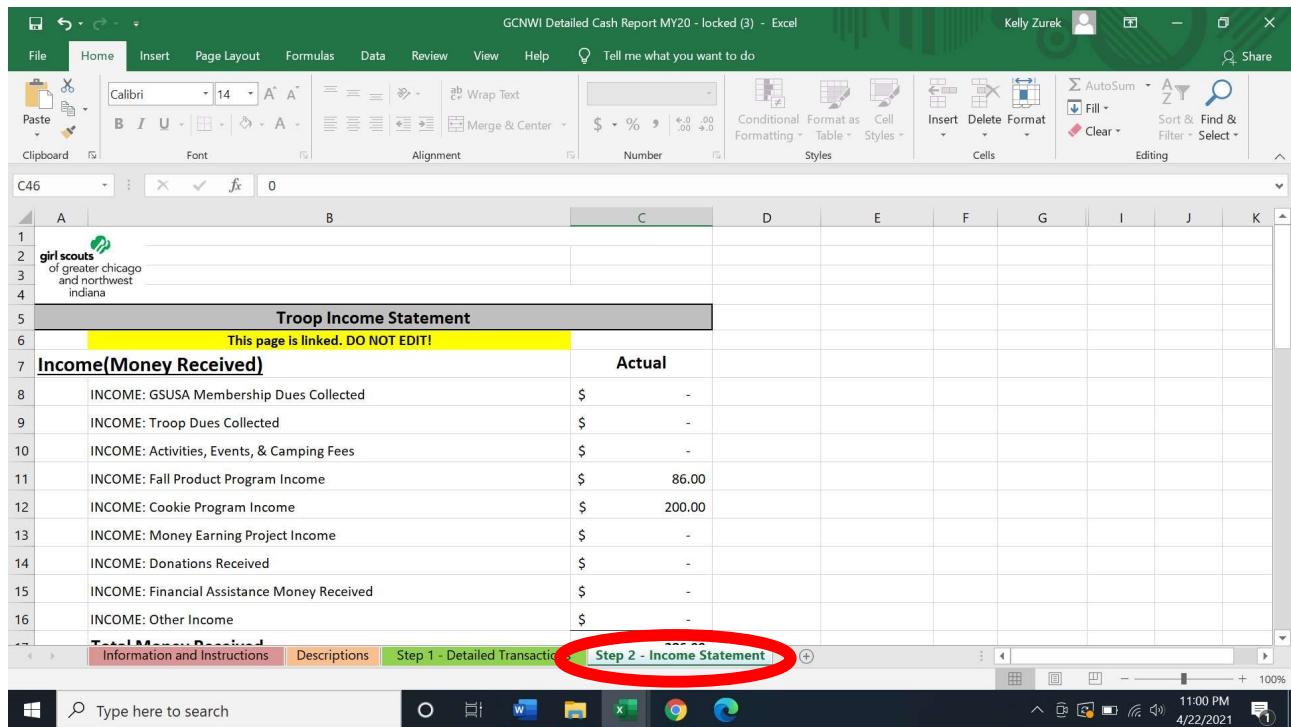
9

Date	Category (Select one from the drop down list)	Source or Vendor	Transaction Select the type of transaction from the drop down menu provided.	Transaction Description	Money Paid Out	Money Received	Total	Running Bank Account Balance
	EXPENSE: Activities, Events, & Camping Fees				\$ 15.00	\$ -	\$ (15.00)	\$ 981.00
	INCOME: Cookie Program Income				\$ -	\$ 200.00	\$ 200.00	\$ 1,181.00
	EXPENSE: Activities, Events, & Camping Fees				\$ 34.00	\$ -	\$ -	\$ 1,181.00
					\$ -	\$ -	\$ -	\$ 1,181.00
					\$ -	\$ -	\$ -	\$ 1,181.00
					\$ -	\$ -	\$ -	\$ 1,181.00

Information and Instructions Descriptions Step 1 - Detailed Transactions Step 2 - Income Statement

Ready Calculate Type here to search 10:56 PM 4/22/2021

After “calculate”, navigate to tab Step 2 – Income Statement. Automatically calculates summary information needed for Annual Financial Report (AFR).



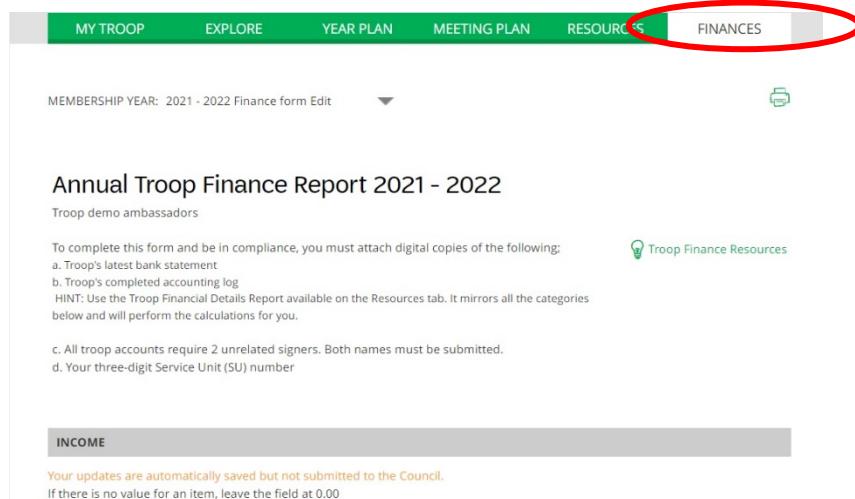
The screenshot shows an Excel spreadsheet titled "GCNWI Detailed Cash Report MY20 - locked (3) - Excel". The spreadsheet is titled "Troop Income Statement" and contains a table of income items. The "Step 2 - Income Statement" tab is highlighted with a red circle. The table includes columns for Description and Actual amount. The "Actual" column shows values such as \$86.00 and \$200.00. The "Total Money Received" row shows a total of \$286.00. The "Step 2 - Income Statement" tab is highlighted with a red circle.

Income(Money Received)	Actual
INCOME: GSUSA Membership Dues Collected	\$ -
INCOME: Troop Dues Collected	\$ -
INCOME: Activities, Events, & Camping Fees	\$ -
INCOME: Fall Product Program Income	\$ 86.00
INCOME: Cookie Program Income	\$ 200.00
INCOME: Money Earning Project Income	\$ -
INCOME: Donations Received	\$ -
INCOME: Financial Assistance Money Received	\$ -
INCOME: Other Income	\$ -
<b>Total Money Received</b>	<b>\$ 286.00</b>

Save your spreadsheet – to submit with your  
Annual Finance Report through Volunteer Toolkit (VTK)

# Submitting your AFR

## Navigate to the Volunteer Toolkit (VTK) Finance Tab

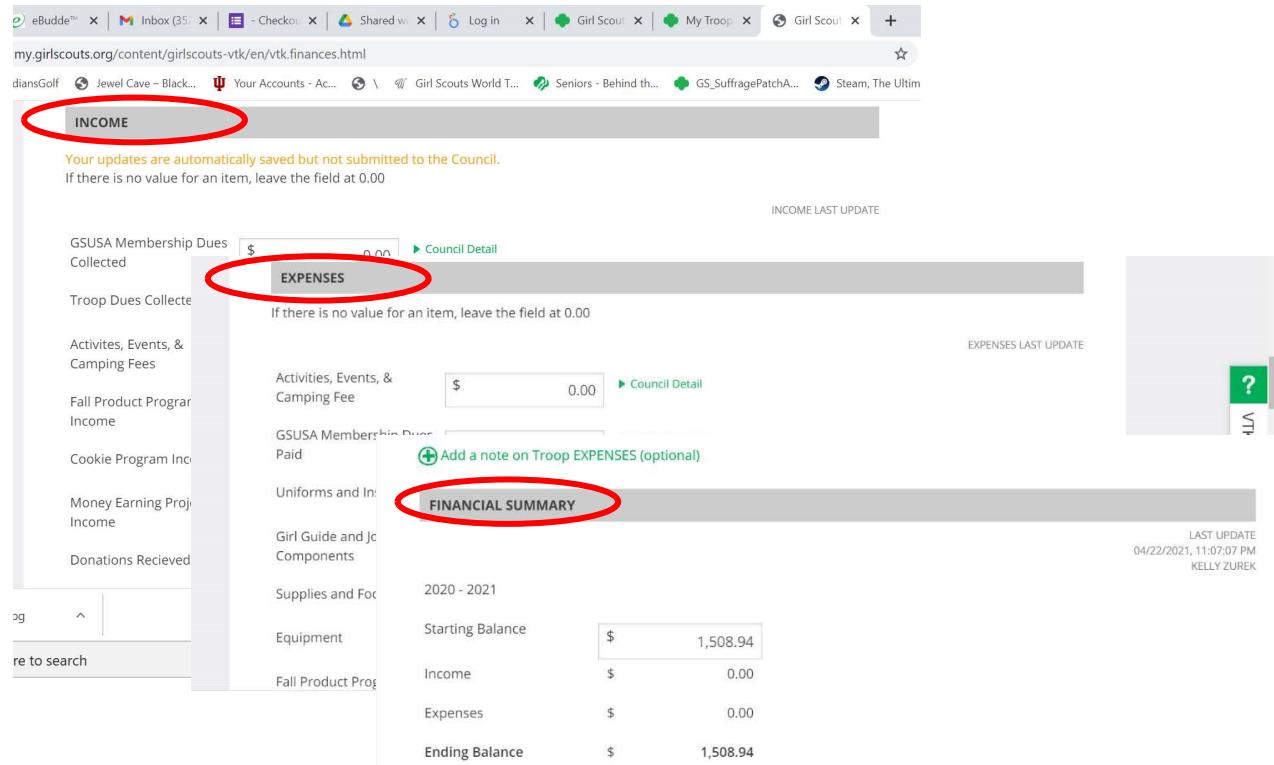


The screenshot shows the 'FINANCES' tab highlighted with a red circle. The page title is 'Annual Troop Finance Report 2021 - 2022'. It includes instructions for completing the form, a 'Troop Finance Resources' link, and a 'INCOME' section with a note about automatic saving.

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

Use the Troops Detailed Cash Report spreadsheet to add totals on corresponding lines. The information entered will be saved automatically. You may enter data all year long. It will not be submitted to the council until you choose **Send to the council** after you preview it.



The screenshot shows the 'INCOME' and 'EXPENSES' sections of the Troops Detailed Cash Report. The 'FINANCIAL SUMMARY' section is also highlighted with a red circle. The page includes a note about automatic saving, a 'LAST UPDATE' timestamp, and a 'FINANCIAL SUMMARY' section with a note about optional notes.

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

INCOME LAST UPDATE

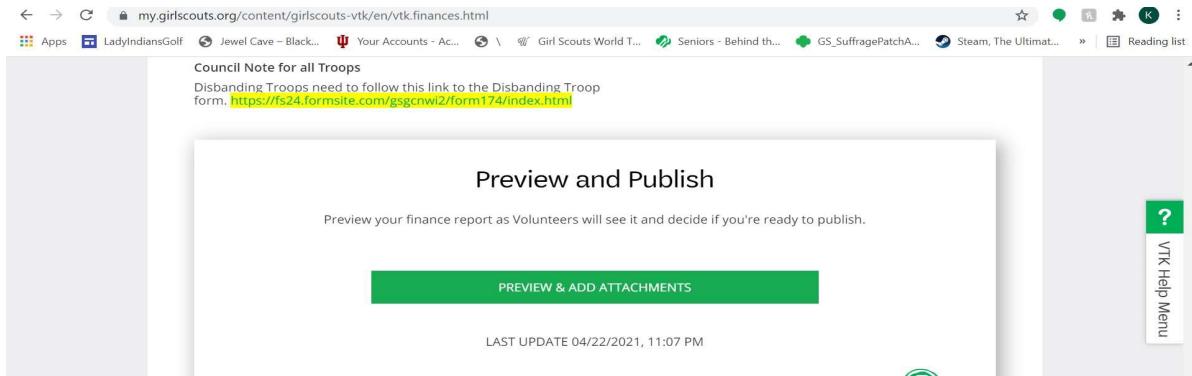
EXPENSES

EXPENSES LAST UPDATE

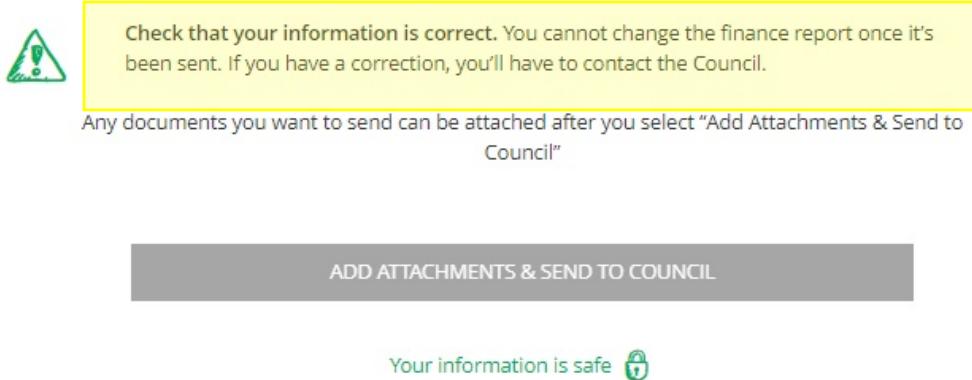
FINANCIAL SUMMARY

LAST UPDATE  
04/22/2021, 11:07:07 PM  
KELLY ZUREK

Complete remaining information on troop bank account, plans for next year, etc. Attach the Troop Detailed Cash Report spreadsheet and a pdf of the most recent bank statement. AFR is due by July 30.



It will not be submitted to the council until you press **Send to the council**



Questions? [customercare@girlscoutsgcnwi.org](mailto:customercare@girlscoutsgcnwi.org)