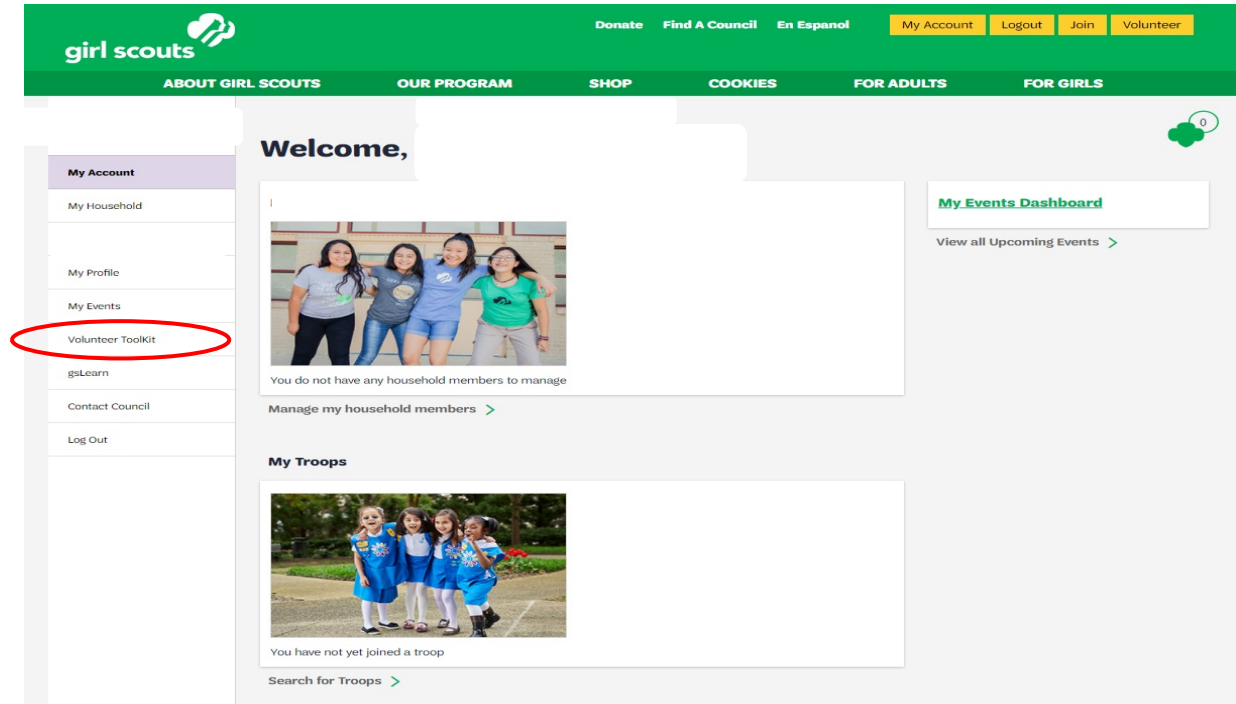


Annual Troop Finance Report Guide

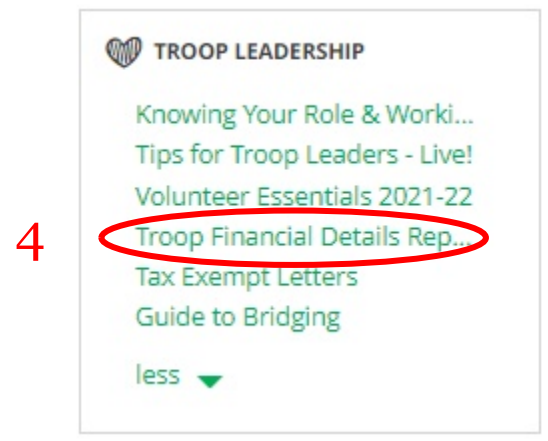
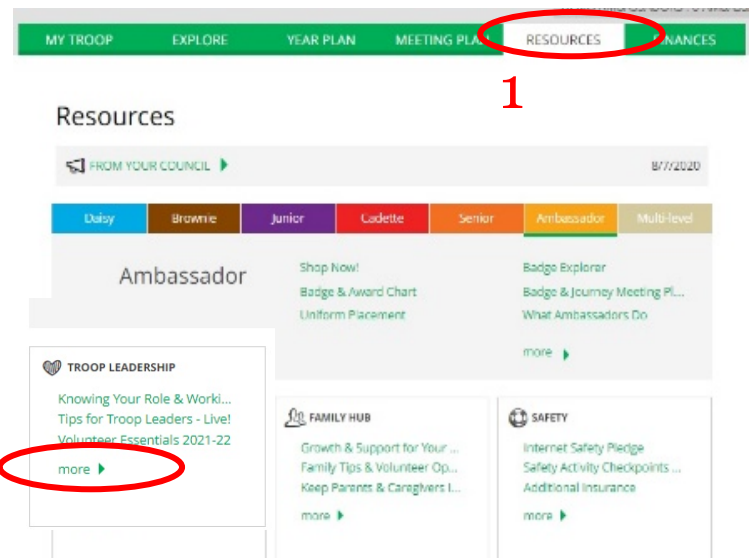
Log in to you MyGS account at www.girlscoutsgcnwi.org.

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



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.



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

girl scouts of greater chicago and northwest indiana

DETAILED CASH RECORD

Troop Number Year Ex: 2019-20

Prepared By Beginning Balance \$ -

Cells in these columns are linked. DO NOT EDIT!

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.

girl scouts of greater chicago and northwest indiana

DETAILED CASH RECORD

Troop Number Year Ex: 2019-20

Prepared By Beginning Balance \$ 1,150.00

Cells in these columns are linked. DO NOT EDIT!

Date	Category (Select one from the drop down list)	Source or Vendor	Transaction Description	Money Paid Out	Money Received	Total	Running Bank Account Balance
18	EXPENSE: Activities, Events, & Camping Fees			\$ 15.00	\$ -	\$ (15.00)	\$ 981.00
19	INCOME: Cookie Program Income			\$ -	\$ 200.00	\$ 200.00	\$ 1,181.00
20	EXPENSE: Activities, Events, & Camping Fees			\$ 34.00	\$ -	\$ -	\$ 1,181.00
21				\$ -	\$ -	\$ -	\$ 1,181.00
22				\$ -	\$ -	\$ -	\$ 1,181.00
23				\$ -	\$ -	\$ -	\$ 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).

GCNWI Detailed Cash Report MY20 - locked (3) - Excel

Kelly Zurek

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

Clipboard Font Alignment Number Styles Cells Editing

girl scouts of greater chicago and northwest indiana

Troop Income Statement

This page is linked. DO NOT EDIT!

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	\$ -

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


Type here to search

11:00 PM 4/22/2021

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



MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES **FINANCES**

MEMBERSHIP YEAR: 2021 - 2022 Finance form Edit

Annual Troop Finance Report 2021 - 2022

Troop demo ambassadors

To complete this form and be in compliance, you must attach digital copies of the following:

- a. Troop's latest bank statement
- b. Troop's completed accounting log

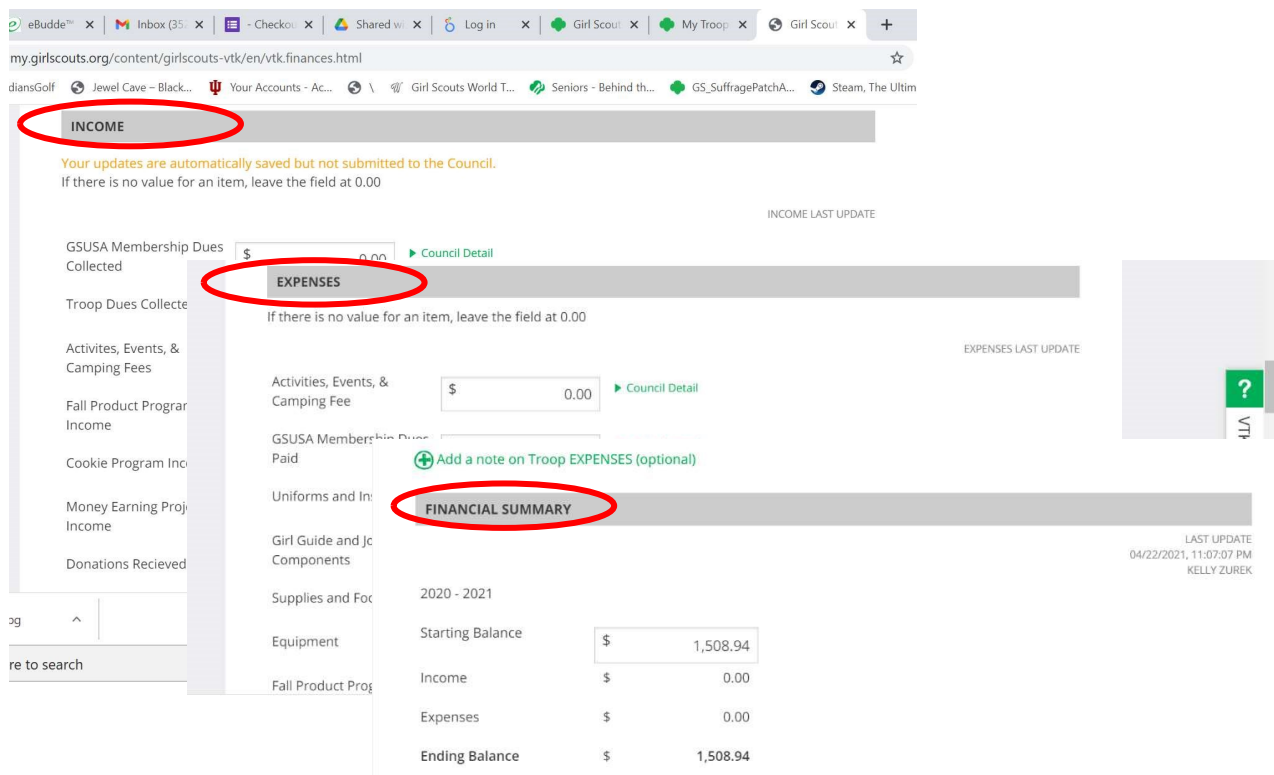
HINT: Use the Troop Financial Details Report available on the Resources tab. It mirrors all the categories below and will perform the calculations for you.

- c. All troop accounts require 2 unrelated signers. Both names must be submitted.
- d. Your three-digit Service Unit (SU) number

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.



my.girlscouts.org/content/girlscouts-vtk/en/vtk.finances.html

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

GSUSA Membership Dues Collected \$ 0.00 Council Detail

EXPENSES

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

EXPENSES LAST UPDATE

Activities, Events, & Camping Fees \$ 0.00 Council Detail

Fall Product Program Income

Cookie Program Income

Money Earning Program Income

Donations Received

GSUSA Membership Dues Paid Add a note on Troop EXPENSES (optional)

Uniforms and Insignia

Girl Guide and Junior Components

Supplies and Food

Equipment

Fall Product Program

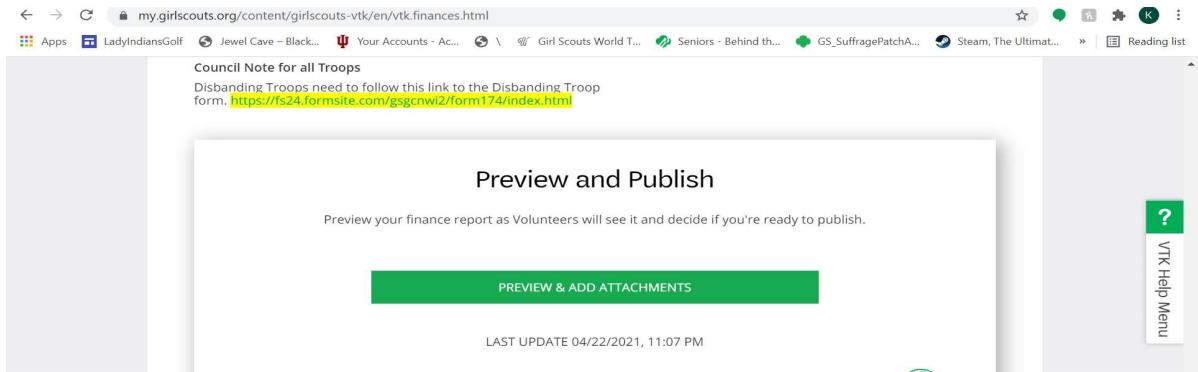
FINANCIAL SUMMARY

2020 - 2021

Starting Balance	\$	1,508.94
Income	\$	0.00
Expenses	\$	0.00
Ending Balance	\$	1,508.94

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.



The screenshot shows a web browser window with the URL my.girlscouts.org/content/girlscouts-vtk/en/vtk.finances.html. The page title is "Council Note for all Troops" and it contains a link to a disbanding troop form. The main content area is titled "Preview and Publish" and includes the instruction: "Preview your finance report as Volunteers will see it and decide if you're ready to publish." Below this is a large green button labeled "PREVIEW & ADD ATTACHMENTS". At the bottom of the preview area, it says "LAST UPDATE 04/22/2021, 11:07 PM". On the right side of the page, there is a vertical "VTK Help Menu" button.

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



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

Your information is safe 

Questions? customercare@girlscoutsgcnwi.org