

# Annual Troop Finance Report Submission Instructions

This year, you will submit your Annual Troop Finance Report (ATFR) through the Finance tab in the Volunteer Toolkit (VTK). Your ATFR is due on **June 30, 2023**.

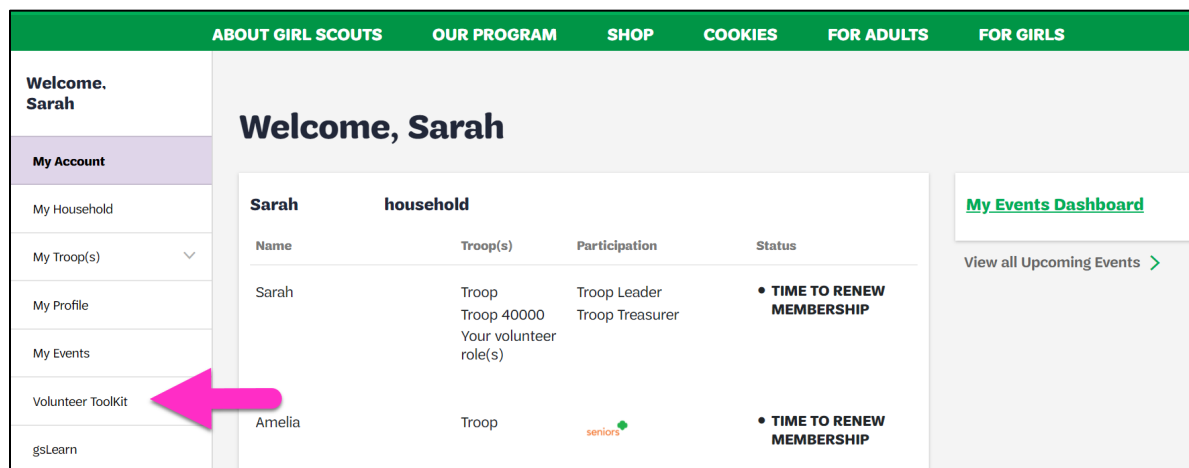
Please use your May 2023 bank statement to complete your ATFR.

Follow these instructions 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](mailto:customercare@girlscoutsww.org).

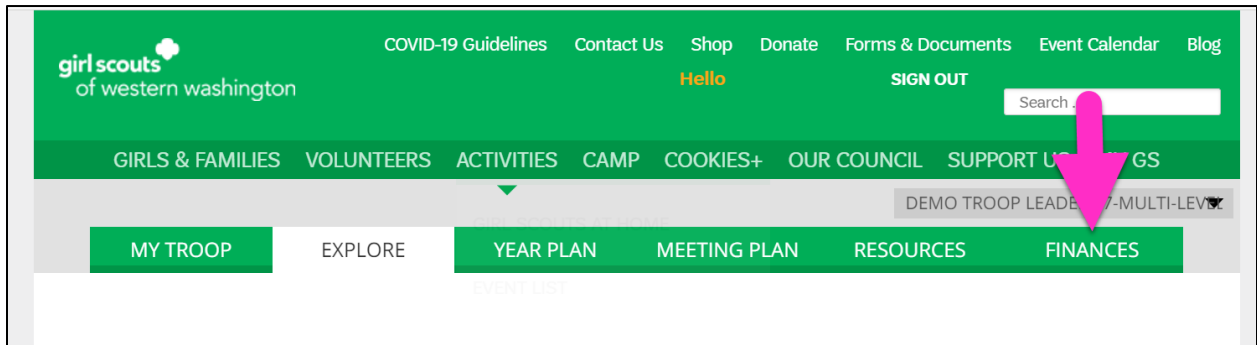
**Step 1:** On the [Girl Scouts of Western Washington](#) webpage, click Sign In or My GS.



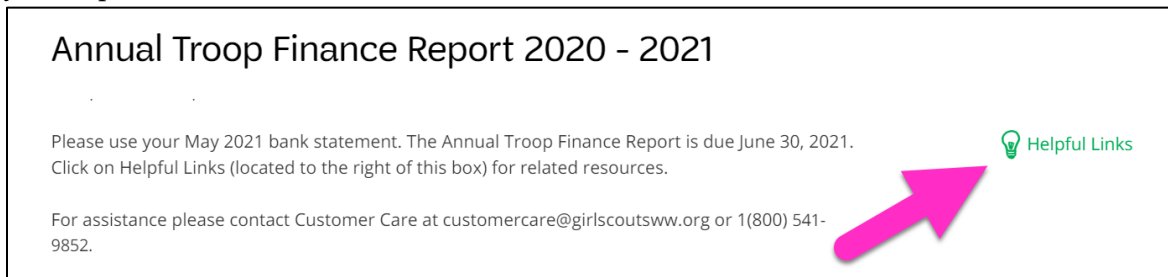
**Step 2:** Log in to My Account, then click Volunteer Toolkit on the left side.



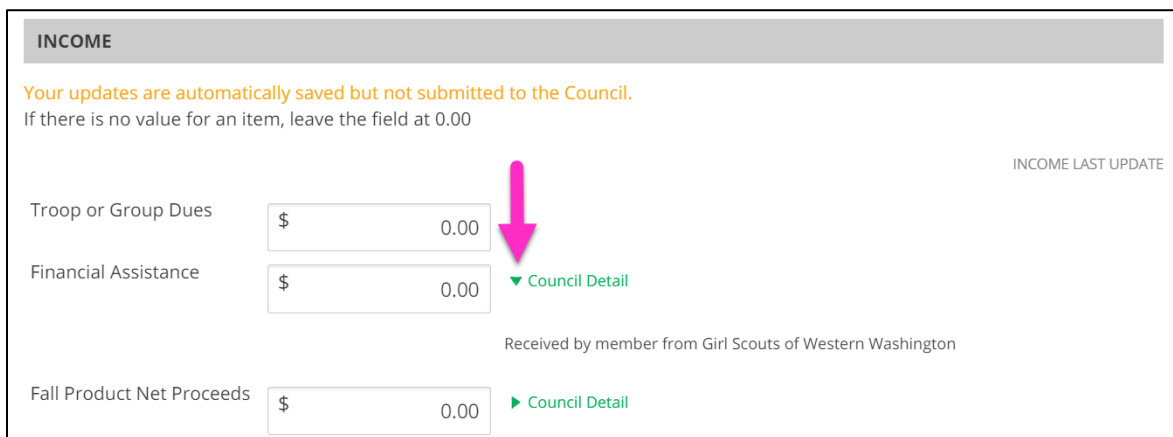
**Step 3:** Choose the Finances tab.



Check out the “Helpful Links” on the right side for additional resources to help you complete your report.



**Step 4:** Input your troop’s income and expenses in the designated sections. If your troop is new and has no income or expenses, make sure “0.00” is entered in all appropriate fields. Click on the green triangle to expand the line item for 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 “+” sign 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” boxes please explain briefly.

Gross Income	\$	0.00	<a href="#">▶ Council Detail</a>
Other Income	\$	0.00	<a href="#">▶ Council Detail</a>
Total Income	\$	<b>0.00</b>	
<span style="border: 1px solid #FF00FF; padding: 2px;">  Add a note on Troop INCOME (optional)         </span>			

**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

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 that say “Required.” If a question does not apply, type “N/A” in the box.

To add a note, click “+.” 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, 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.



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


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

Any documents you wish to send can be attached to your report after you select the add “Attachments and 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.

### 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”




**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](mailto:customercare@girlscoutsw.org).