

Volunteer Toolkit (VTK) Finance Tab

Step-By-Step Instructions

Troop leaders and troop treasurers will complete the Annual Troop Finance Report using the [For Volunteers](#). This document will provide step-by-step instructions and screenshots showing how to enter your troop's financials. If you have questions or need help logging in or completing your Troop Finance Report through the VTK Finance tab, please contact your volunteer support specialist, email customer care at customercare@girlscoutsnyc.org or call (212)645-4000.

Make sure you can access the Volunteer Toolkit and can add troop financial information into the VTK Finances tab fields. The VTK Finance tab will be available from May through June 30th. After July 1st, previously completed finance reports can be viewed from the drop-down menu at the top of the Finances tab page.

Before you enter troop financial information into the VTK Finance tab, you'll want to prepare the following:

- Download the [Troop Finance Report Tracking Sheet](#).
- Gather all income and expense documentation and receipts.
- Download and save as a PDF copy of your April bank statement when it becomes available.
- Enter all your income and expense categories into the Troop Finance Report Tracking Sheet for easy entry into the VTK Finance Tab.

Please note that you'll be **required** to submit the following documents:

- April and May bank statements

Who can manage the Volunteer Toolkit (VTK) and enter the troop's annual troop finance report information in the VTK Finance Tab?

- Only active GSGNY troop leaders and troop treasurers, with a current membership and an approved background check on file with GSGNY, can enter and submit troop financial information in VTK.
- How you and your troop treasurer choose to organize and track the troop finances throughout the year is up to you. We recommend that the troop treasurer and troop leader have discussions in March-May to review and reconcile all income and expense receipts, outstanding checks, payments, and cash on hand with the troop's April and May bank statements. Use the Troop Finance Report Tracking Sheet to help manage and balance your income and expense categories and financial summary for easy transfer to the VTK Finance tab.
- Share the end of year financials with any additional bank account signers. Once all signers agree, the troop leader and/or troop treasurer can enter the final troop financials into the Volunteer Toolkit Finance tab.

8 Steps to Complete Your Finance Report Through the VTK Finance Tab

1. Log in to the **VTK** and access the **Finance** tab
2. Review information and download resources
3. Enter "Income" category totals
4. Enter "Expense" category totals
5. Complete financial summary information
6. Enter ALL bank and signer information
7. Review council notes and answer questions
8. Add attachments (April and May Bank Statement) and submit the report to GSGNY

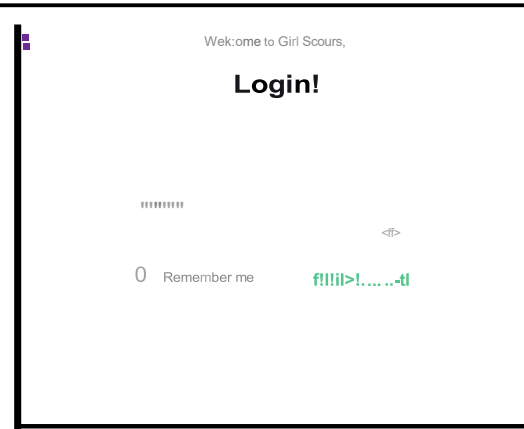
Step 1: Log in to the VTK and Access the Finance Tab -

and click **MyGS** at the top.

B. Log in using the username and password you created wh

C. Once logged in, click **My Account** in the upper right- hand corner left side menu.

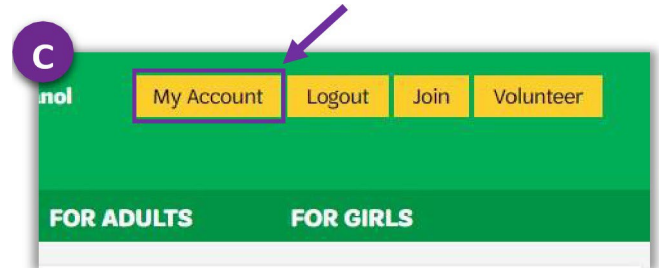
D. Within the VTK, click the **Finances** tab and familiarize yourself with the income and expense category fields and the troop financial information that you will need to submit by June 30"" .



3d Our Latest Update & Try Our At-Home Activities



our Girl Scout Member Account.
Select **Volunteer Toolkit** from the



VTK Troubleshooting

For best results, use a VTK-friendly browser such as Chrome, Firefox, or other browser with a cleared cache.

NOTE: Avoid using Internet Explorer.

Steps to resolve VTK access issues on a desktop/laptop:

- Clear browser cache and browsing history
- Ensure cookies are enabled
- Add cdns.gigya.com as a safe URL to any privacy/security extensions or settings on your device and/or browser
- Still need assistance? Contact your volunteer support

welcome,
Adult 1!

My Account

My Household

My Troop(s)

My Profile

My Events

Volunteer ToolKit

gsLearn

Contact Council

Log Out

Welcome,

Adult 1's household

Name

Adult 1

Girl 3

JOIN US EVENTS FAMILIES GET OUTDOORS COOKIES+ FOR VOLUNTEERS OUR COUNCIL DONATE NOW

MY TROOP

EXPLORE

YEAR PLAN

MEETING PLAN

RESOURCES

FINANCES

A. Begin on the GSGNY website at www.girlscoutsnyc.org

Step 2: Review Information and Download Resources

- Read the information from GSGNY at the top of the page.
- Click on the Troop Finance Report Resources on the right side.
- Use the Troop Finance Report Tracking Sheet to calculate your income and expense category totals if you haven't already completed.

Troop Finance Report Resources

- [Troop Finance Tracking Sheet](#)
- [VTK Finance Tab FAQs](#)
- [VTK Finance Tab Instructions](#)
- [Completing Your Finance Report Video](#)
- [Service Unit List](#)
- [Disbanded Troop Form](#)
- [VTK Webpage](#)

Step 3: Enter Income Category Totals

- Enter all your Income totals for each category from May 1 – April 30. Enter "0" for any category with no value.

- The following categories are included:
 - Troop Dues
 - Fall Product Program Profit
 - Cookie Product Program Profit
 - Donations and Contributions
 - Activities and Events
 - Money-Earning Activities
 - Miscellaneous Income
- Total Income will auto-calculate
- Click **Add a note on Troop INCOME** to
- explain any totals above 0 in these categories: Donations and Contributions, Money-Earning Activities, Miscellaneous Income. Or to explain or make a note on Troop Income to share with GSGNY, troop parents/volunteers and girls.

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 Dues	\$ 0.00	Council Detail Any money paid by girls/families to the troop on a weekly, monthly or annual basis.
Fall Product Program Profit	\$ 0.00	Council Detail Income earned by troop/group during this year's Fall Product Program. This amount must match the council records.
Cookie Product Program Profit	\$ 0.00	Council Detail Income earned by troop/group during this year's Cookie Product Program. This amount must match the council records.
Donations and Contributions	\$ 0.00	Council Detail Any monetary and in-kind donations received by the troop from businesses or community sponsors. Make sure you have completed the GSNorCal Donation Form: Online Offline . List all donations and amounts by clicking "Add Note on Troop Income" below.
Activities and Events	\$ 0.00	Council Detail Monies collected by the troop/group to help cover the cost of a troop/group, service unit, or council events or activities.
Money-Earning Activities	\$ 0.00	Council Detail All money earned/received for activities associated with a council approved money-earning project such as a garage sale, car wash, etc. Please list all money-earning projects and amount earned by clicking the "Add Note on Troop Income" below.
Miscellaneous Income	\$ 0.00	Council Detail Money collected/earned not otherwise classified. Please list sources and dollar amount by clicking the "Add Note on Troop Income" below.
Total Income	\$ 0.00	

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

Step 4: Enter Expense Category Totals

- Enter all your Expense totals for each category from May 1 – April 30. Enter “0” for any category with no value.
- The following categories are included:
 - National Membership Fees
 - Snack and/or Food
 - Activity and Event Fees Paid
 - Activity and Event Expense - Other
 - Troop Supplies
 - Service Projects
 - Awards and Recognitions
 - Cost of Unsold Product
 - Insurance
 - Room, Space, or Facility Rental
 - Recruitment
 - Other Miscellaneous Expenses
- Total Expenses will auto-calculate
- Click **Add a note on Troop EXPENSES** to explain any totals above 0 in this category. Other Miscellaneous Expenses Or to explain or make a note on Troop Income to share with GSGNY, troop parents/volunteers and girls.

EXPENSES

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

National Membership Fees	\$ 0.00	Council Detail Money paid directly by the troop to pay for GSUSA National Membership Fee and GSUSA Council Service Fee (\$40 for Girls, and \$23 for adults).
Snacks and/or Food	\$ 0.00	Council Detail Expenses incurred for snacks during troop meetings for food for camping trips or other troop/group meals.
Activity and Event Fees Paid	\$ 0.00	Council Detail Registration expenses incurred for participation in troop, service unit, and/or council activities or events. Example: Children's Museum entrance fee, service unit Camporee, or council events in Program and Event Guide.
Activity and Event Expense - Other	\$ 0.00	Council Detail Non-registration expenses associated with any troop, service unit, and/or council activity or event. Examples: Identifier T-shirts to wear to event, craft materials for service unit Thinking Day, supplies to make SWAPS to trade, etc.
Troop Supplies	\$ 0.00	Council Detail Expenses incurred for purchase of supplies used by the troop. Items may include troop supplies for regular meetings (i.e. pens, pencils, paper), or supplies specific to a troop activity (i.e. materials to do a journey or badge activity).
Service Projects	\$ 0.00	Council Detail Any expense related to Take Action or community service projects performed by the troop. Include any materials purchased to implement the project.
Awards and Recognitions	\$ 0.00	Council Detail Journey awards, badges, patches, pins, or other recognition awards purchased to recognize the accomplishments of the girls or gifts/awards to recognize contributions of troop adults.
Cost of Unsold Product	\$ 0.00	Council Detail The cost of products from the Fall Product or Cookie Product Programs the troop was unable to sell or return.
Insurance	\$ 0.00	Council Detail The cost to purchase additional insurance for the troop's activities, trips, or events.
Room, Space, or Facility Rental	\$ 0.00	Council Detail Fees paid for room, space, or facility rental for troop meetings or activities.
Recruitment	\$ 0.00	Council Detail Fees paid for recruitment related expenses (flyers, advertisements, mailings).
Other Miscellaneous Expenses	\$ 0.00	Council Detail Expenses incurred not otherwise classified. Please list the individual expense type and dollar amount by clicking the "Add Note on Troop Expenses" below.
Total Expenses	\$ 0.00	

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

Step 5: Complete Financial Summary Information

Enter your troop's starting balance for the year.

- Existing troops, your starting balance will be your ending balance from last year's troop finance report

Your income and expenses will auto populate from the income and

Your Ending Balance should match your April bank statement

FINANCIAL SUMMARY

2019 - 2020

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

From the Council
Enter your starting balance using last year's ending balance. New troops should enter 0. Ending balance must match April bank statement, if it doesn't add a note below to indicate the reason and amount (ex. outstanding checks/deposits, petty cash).

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

Parents see the Troop income, expenses, and financial summary. They do not see your troop notes or any information that appears below. Your information is saved, but has not been submitted to the Council.

- Click **Add a note on the Troop's financial summary** to explain any outstanding checks/deposits or petty cash on hand that is not included in the April bank statement that would enable your financials to balance. Add a note to share any additional information with GSGNY (new troops with bank account in process).

Step 6: Enter Bank and Signer Information

- Enter your bank name, branch name, and last 4 #s of your account number
- Enter the first and last name of **ALL signers** on your troop bank account.
- Once you add the first name, click **Add another signer** to open additional signer fields.
- Most troops only have one bank account, so you can skip over the “Add another Bank Account” link. If you have an additional bank account that you need to add, click **Add another bank account** and enter the bank account information.

Step 7: Review Council Notes and Answer Questions In this last

section, you will answer a few questions.

- Choose the status of your troop for the next membership year
 - Returning
 - Merge with Another Troop
 - Disbanding
 - Not Sure
- Enter your service unit name and number. If you aren't sure, reach out to your service unit Manager or volunteer support specialist to confirm the information.

You will then answer the question:
If your ending balance was over \$500.00, please indicate the plans the girls in your troop have for next

- Click **your response to the council**
 - Balance over \$500.00, enter the girl's plans to spend the money next year
 - Balance under \$500, enter NA

Preview & Edit

- Your entries are auto-saved, so you can do some work and come back to it, but once you submit, **you will no longer be able to make changes.**
- Review all your entries with all the signers on your bank account and ensure that your ending balance is the same as your May bank statement. If not, be ready to explain the discrepancy.
- Make sure you have downloaded a copy of your April bank statement and have it saved to your device as you will need to upload/attach it to your submission.
- Remember to submit your financials on time! Make sure you submit your Troop Finance Report through the VTK Finance tab by June 30th.
- Any troop that hasn't submitted its financials by June 30th may face closure of their troop bank account and troop disbandment.

Step 8: Add Attachments and Submit to GSGNY

Once the troop leader, troop treasurer, and all bank account signers have reviewed and confirmed that the financials are true and correct, you are ready to submit to GSGNY. **You can only submit your Troop Finance Report once, ensure your financials are accurate, and you have attached your May bank statement before submitting.**

- Click **Add Attachments & Send to Council**
- Click the **Attach a document** link. Browse your computer or device for your saved copy of your May bank statement and attach/upload it.
- Click **No, Don't Submit** to return to the editing page, if you are not ready to submit.
- Once your April Bank Statement is attached and you are ready to submit, Click **Yes, Submit Now** to finalize your submission.

Send report to Council: Due June 14, 2020

Person who is sending the report

Name	Wilma Flintstone
Troop	Demo Juniors
Report Sent	April 3, 2020

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

SUBMIT TO COUNCIL

Are you ready to submit the 2019-2020 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

2021 Renewal.pdf (408.0 K)	✕
Troop 12345 April Bank Stmt.	✕
family-renewal-steps.pdf (1 MB)	✕

NO, DON'T SUBMIT **YES, SUBMIT NOW**

If you have a correction after the report is sent, contact the Council.

What Happens Next?

- Once submitted, you can download or print a copy of your report for your records using Download or Print icons at the top of the page. A copy is also saved within the **Finance Tab** and can be viewed at any time.
- Once your report is submitted, troop parents will have "View Only" access to view the troop's financial information through the VTK Finance tab. You can also choose to email troop parents the downloaded copy or give them a printed copy when sharing year-end financials.
- Make sure to share the troop finances with girls and involve girls in regular discussions on their troop finances and when planning money earning and money spending activities.

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

MEMBERSHIP YEAR: 2019 -2020 Finance form SUBMITTED ▼

Thank you

Thank you for submitting your Troop's financial report along with the 0 document(s) that were attached. It was sent on 04/06/2020, 12:02 PM by Flintstone Wilma, Service Unit -

Download Print

If you need to make changes (e.g., attaching your May Bank Statement or revising entries), contact your volunteer support specialist or email us at customer care at 212.645.4000.