

VTK Finance Tab Instructions

Welcome.

VOLUNTEER TOOLKIT



If you're a Troop or Co-Leader - click here! See your troop's roster, update contact info, access resources, easily email parents, enter troop finances, and plan your program year with pre-populated troop calendars filled with Daisy, Brownie and Junior Journeys and badges. New! Multi-level troops now have access. All program levels can add your own troop activities to your calendar, as well as pre-populated council events. It's your virtual troop assistant!

MEMBER PROFILE



Do you want to change your member profile or contact details? Do you need to renew a membership? Go to the Girl Scout Member Community for access to your member profile.

Screen one to get into the VTK click on MyGS

Then click on Volunteer Toolkit

The finance Tab is here. Click on: **FINANCES**

Click the drop-down menu to choose the current girl scout year.

The screenshot shows the top navigation area of the Girl Scouts of Central & Southern New Jersey website. The header is green and contains the organization's logo on the left and navigation links on the right: Shop, Contact Us, Forms, eBiz, and Donate. Below these links, there is a user greeting "Hello Missy." followed by a "SIGN OUT" link and a search input field. A secondary navigation bar below the header lists various site sections: ABOUT, OUR PROGRAM, EVENTS, COOKIES+, VOLUNTEER, OUR COUNCIL, CAMP, SUPPORT US, and MyGS. A third navigation bar, which is the focus of the instruction, contains the following tabs: RESOURCES, MILESTONES, REPORTS, and FINANCES. The FINANCES tab is highlighted with a white background and a green border. Below this navigation bar, the page content area shows a dropdown menu for "MEMBERSHIP YEAR:" currently set to "2018 -2019 Finance form PUBLISHED" with a downward arrow.

Make sure that the current girl scout year is showing at the top as seen below.

Entering income:

All income fields match the income fields on the troop financial summary. Enter the income figures from Step-2 Income Statement from the troop financial summary.

COUNCIL REPORT

PUBLISHED: 03/26/2019, 2:20 PM , Lori Wolfhope VOLUNTEER VIEW

Annual Troop Finance Report 2018 - 2019

Troop #####

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

GSUSA Membership Dues Collected	\$	<input type="text" value="0.00"/>
Troop Dues Collected	\$	<input type="text" value="0.00"/>
Activity/Event/Camping Fees Income	\$	<input type="text" value="0.00"/>
Fall Product Program Income	\$	<input type="text" value="0.00"/>
Cookie Product Program Income	\$	<input type="text" value="0.00"/>
Money Earning Project Income	\$	<input type="text" value="0.00"/>
Donations Received	\$	<input type="text" value="0.00"/>
Financial Assistance Money Received	\$	<input type="text" value="0.00"/>
Other Income	\$	<input type="text" value="0.00"/>
Total Income	\$	<input type="text" value="0.00"/>

Entering expenses:

All expense fields match the expense fields on the troop financial summary. Enter the expense figures from the Step-2 Income Statement.

EXPENSES

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

GSUSA Membership Dues Paid	\$	0.00
Uniforms and Insignia	\$	0.00
Girl Guide & Journey Components	\$	0.00
Activities/Events/Camping Fees Paid	\$	0.00
Supplies and Food	\$	0.00
Equipment	\$	0.00
Fall Product Program Payments	\$	0.00
Cookie Product Program Payments	\$	0.00
Money Earning Project Expenses	\$	0.00
Service Project Expenses	\$	0.00
Donations Made	\$	0.00
Other Expenses	\$	0.00
Total Expense	\$	0.00

 Add a note on Troop EXPENSES (optional)

Financial Summary

Enter the starting account balance found on Step 1- Detailed Transactions page on the troop financial summary. The totals from the income and expenses entered will automatically carry over to compute the ending balance.

FINANCIAL SUMMARY

2018 - 2019

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

 [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.

Enter: Bank Name and the last four numbers of the account number. List one of the signers on the account.

Submit the Troop Finance Report by June 15, 2019

BANK INFORMATION

Checking Account *Required*

Bank Name	<input type="text"/>
Branch Name	<input type="text"/>
Last 4 accounts #s	<input type="text"/>

Signers on Checking Account

First Name	<input type="text"/>
Last Name	<input type="text"/>

 [Add another bank account](#)

Answer the troop questions. All required questions are in red. You must answer the required questions to move forward.

Note* The questions on this sheet are just a sample.

COUNCIL NOTES AND QUESTIONS FOR TROOPS

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

Council Note for all Troops

<https://www.gscsnj.org/content/dam/gscsnj/documents/TroopForms/Disbanding%20Troop%20Form.pdf>

Please fill out this form if your troop is disbanding.



Your response to the council

Council Note for all Troops

Is your ending balance over \$500.00? If yes, give a brief explanation here.



Your response to the council

Required

Council Note for all Troops

Please attach a receipt or letter for cookie donations that have been made by the troop.



Your response to the council

Council Note for all Troops

<http://gscsnj.wufoo.com/forms/gscsnj-delinquent-parent-and-left-over-cookie-form/>

Do you have an outstanding cookie balance or left over cookies. Please submit this form.



Your response to the council

Required

Before you submit your Summary, you will preview it. Please verify that the information you have entered is correct.

Council Note for all Troops

<http://gscsnj.wufoo.com/forms/gscsnj-delinquent-parent-and-left-over-cookie-form/>

Do you have an outstanding cookie balance or left over cookies. Please submit this form.

 Your response to the council

Required

Council Note for all Troops

How was your troop experience this year?

 Your response to the council

Required

Council Note for all Troops

In what area do you feel you need more support?

 Your response to the council

Preview and Publish

Preview your finance report as Volunteers will see it and decide if you're ready to publish.

PREVIEW FINANCE REPORT

LAST UPDATE

SUBMIT TO COUNCIL



Are you ready to submit the 2018-2019 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**
[Convert attached files to zip?](#)

2016 PowerPoint Templates.zip (56 MB)



NO, DON'T SUBMIT

YES, SUBMIT NOW

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

Please attach the troop financial summary excel workbook & the last bank statement in this step.

When you are ready click on YES, SUBMIT NOW.

Once you submit you cannot make any changes.

When you submit through the VTK Finance Tab, it comes to directly Council as a case through Customer Care.

Troops cannot submit on the Finance Tab after June 30th. Troops that do not submit using the VTK Finance Tab by June 30th must submit directly to customer care at customercare@gscsnj.org subject: Troop Financial Summary

Please see link for the VTK Demo site:

<http://vtkdemo.girlscouts.org/content/girlscouts-demo/en.html>

Password: VTKDemo131

Please reach out to your service unit treasurer for assistance.