VTK Finance Tab Instructions

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.

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

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	$ 0.00
Troop Dues Collected	$ 0.00
Activity/Event/Camping Fees Income	$ 0.00
Fall Product Program Income	$ 0.00
Cookie Product Program Income	$ 0.00
Money Earning Project Income	$ 0.00
Donations Received	$ 0.00
Financial Assistance Money Received	$ 0.00
Other Income	$ 0.00
Total Income	$ 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	
Branch Name	
Last 4 accounts #s	

Signers on Checking Account

First Name	
Last Name	

⊕ 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   ◯ Disbanding   ◯ Not Sure
                        Another
                        Troop

Troop Service Unit

Service Unit Name [   ]   Number [   ]

Council Note for all Troops

http: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.==

<mark>Once you submit you cannot make any changes.</mark>

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.