Submitting Your Annual Troop Financial Report

It’s almost time to complete your 2019-2020 troop financial report. Troop financial reports are due on May 31 of every year. To help you submit your report, here are some important tips and reminders.

Before You Get Started
Before you get started, you should have the following documents in front of you:
- A copy of your April 2020 bank statement
- A completed copy of your troop finance log
- The last 4 numbers of your troop bank account

Download the Troop Finance Log and watch a training video via this Dropbox link.

Accessing the Finance Report
To access your troop financial report, go to our Council website and log in to the Volunteer Toolkit under the MyGS tab. Once you're in the Volunteer Toolkit, click on the finance tab at the top of the screen.

The troop financial report is divided into six sections.

- Income
- Expenses
- Financial Summary
- Bank Information
- Council Notes and Questions
- Document Upload

Section 1: Income
In the income section, you’ll be asked to input the amount of money your troop received in the following categories:
- Troop Dues – The total amount of troop dues you received from parents or the financial assistance received from GSNWGL to cover any troop dues. Troop dues are the dues collected from parents or caregivers to help cover troop expenses during the year. They don’t include money given to the troop to cover annual membership fees paid to GSUSA.
- Fall Product Program - The total amount of all deposits made during the 2019 Fall Product Sale.
- Cookie Program - The total amount of all deposits made during the 2020 Cookie Program. If you still have cookies to sell, don’t worry. There is a section at the end of the report where you will be able to let us know how many you still have left to sell.
- Donations – Any monetary donations your troop received from May 1, 2019 to April 30, 2020.
- Money Earning Activities – Any money the girls in your troop earned through money-earning activities.
- Other Income – Any other income received by your troop. Please explain what the income sources are in the note section.

Section 2: Expenses
In the expense section, you’ll be asked to input the amount of money your troop spent in the categories:
- 2019-2020 Membership Fees – GSUSA membership registration fees paid for out of troop funds.
• Uniforms, Badges, & Patches – Any uniforms, badges or patches paid for with troop funds.
• Troop Supplies – Any supplies purchased for troop meetings or badge or Journey activities.
• Trips & Council Events – Any money spent on troop field trips, overnights, trips, or council events.
• Camp Fees – Any money spent to send girls in the troop to camp(s).
• Community Service Projects – Any money spent on community service or Take Action projects or philanthropic donations.
• GSNWGL Fall Product ACH Withdrawal – The total amount pulled from the troop account during the 2019 Fall Product Sale.
• GSNWGL Cookie ACH Withdrawal – The total amount pulled from the troop account during the 2020 Cookie Program.
• Other Expenses – Any other expenses during the year. Please explain what the expense sources are in the note section.

Section 3: Financial Summary
This section will auto populate once you enter your starting balance. If this is not your troop’s first year, your starting balance should match the ending balance you reported at the end of 2018-2019.

Section 4: Bank Information
Provide the name of your bank, the branch name (if applicable), the last 4 numbers of your troop bank account, and the names of the adult members who are authorized signers on the account.

Section 5: Council Notes and Questions for Troops
In this section, you’ll have the chance to let us know if your troop is planning on returning next year or not (or if you don’t know yet). This is also the section where you’ll be able to tell us if you still have cookies that your troop still needs to sell or deposits that will be or have been made after April 30, and therefore is not yet accounted for in the troop income and expense lines. We’ll also ask you who acts as the troop treasurer for your troop.

Once you hit submit, you will no longer be able to make changes to your troop financial report. You will receive an email with a copy of your submitted report.

Section 6: Document Upload – update w/ VTK changes
After you hit submit, a window will pop up, asking you to upload any required documents. Please follow the instructions and upload a copy of your troop finance log and the troop’s April bank statement.

You’re done! Your report will be reviewed by a council staff member. If they have any questions, someone will reach out to you via email or phone. If everything looks good, you will receive an email notifying you that the report has been reviewed and approved.

Failure to submit a troop finance report on time may result in a volunteer suspension. If you anticipate any delays in submitting your report or if you need additional help, please send an email to info@gsnwgl.org.