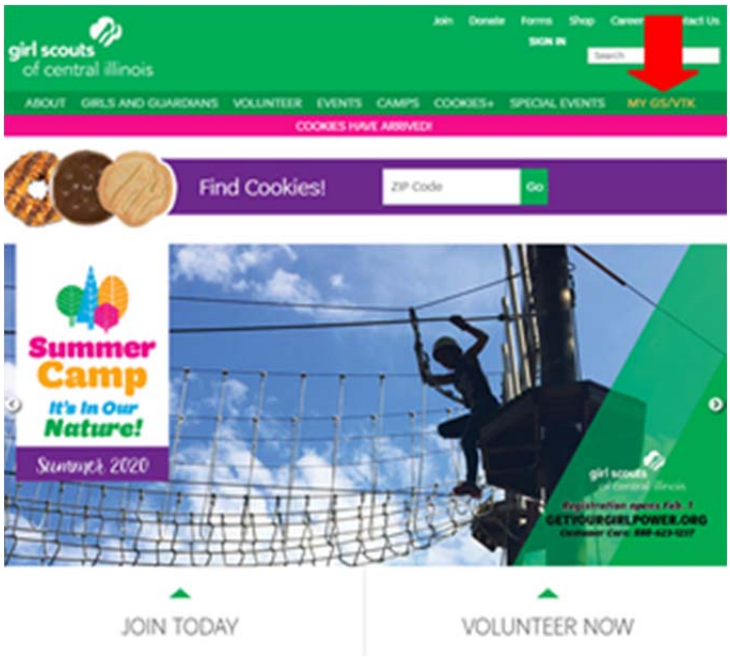
Troop Finance Tab Instruction Sheet

From the GSCI website (www.getyourgirlpower.org), click the orange MY GS/VTK button – upper right hand side of the screen. From the drop down menu choose Volunteer Toolkit, and then proceed to the log in screen. You will use the same username and password that you use to access your MYGS community.

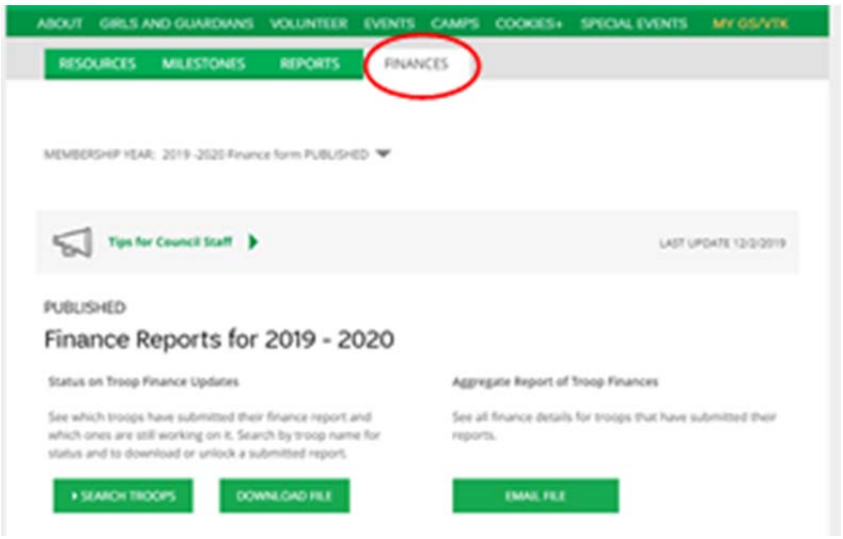


If you need help with your log in, please contact Customer Care at 888-623-1237.

After logging in, you click on the Volunteer Toolkit Then click on the Finances tab.

Finance Tab

The council will need a new ACH Troop Bank Account Agreement along with a voided check, deposit slip, or bank statement annually from your troop account. If you have not done this please contact Customer Care at 888-623-1237 or customercare@girlscouts-gsci.org. We require an annual troop finance report yearly to ensure our records are accurate. We are required to conduct a certain number of troop audits per year.



This tab provides troops with the opportunity to track troop finances online and submit their Year End Financial Report electronically.

The information needed to complete the form includes:

- Income – track troop income from various sources
- Expenses – track troop expenses
- Financial Summary – automatically calculates based on the information inputted by troop leader
- Troop Bank Information - add current troop bank account information along with signers on the account
- Troop Status - indicate your troop status for the coming year and answer council questions as needed
- Council Notes and Questions – add detailed notes on your troop finances for income and expenses
- Attach bank statements and other documents

You are able to move in and out of the Finance Tab as you obtain information. The information is automatically saved.

Troop Income

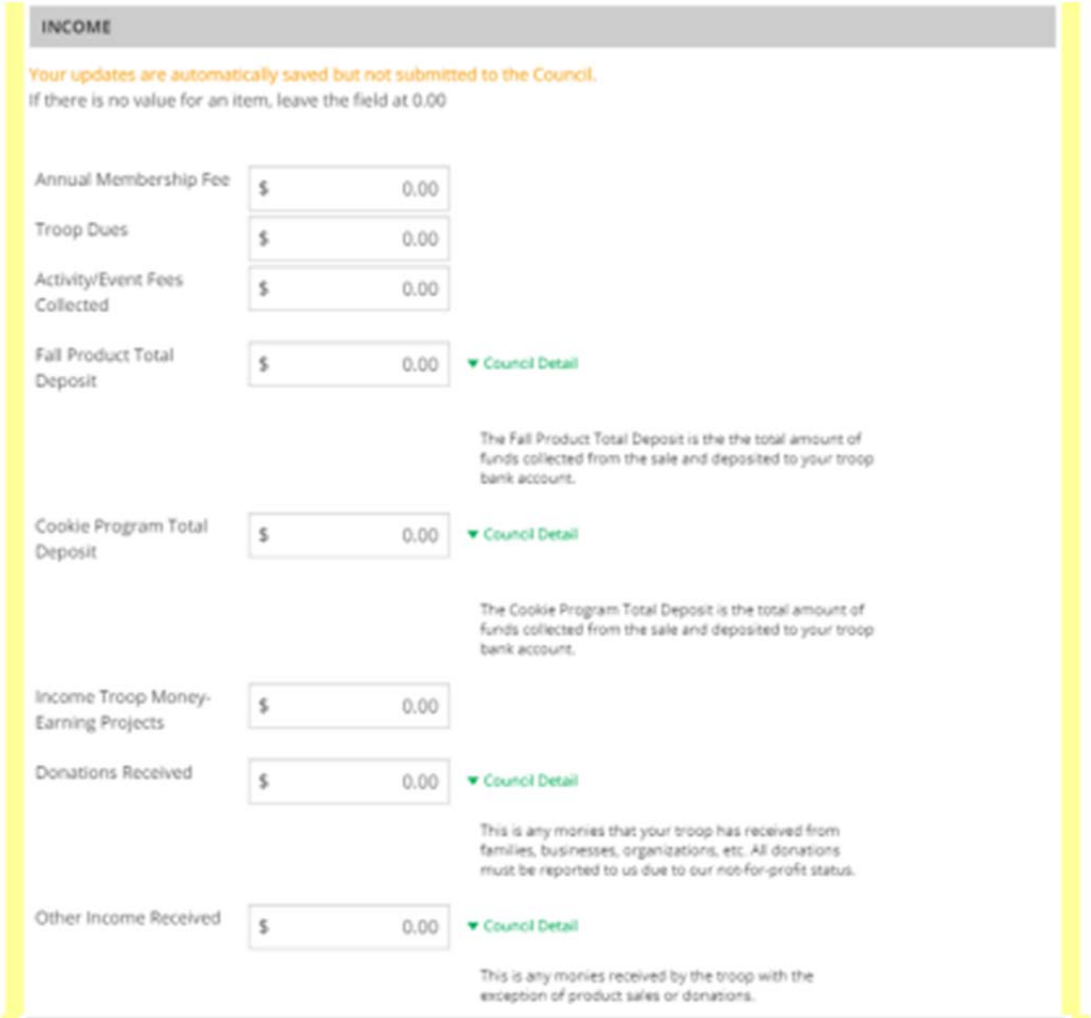
Information you will need to complete the Income portion of the form:

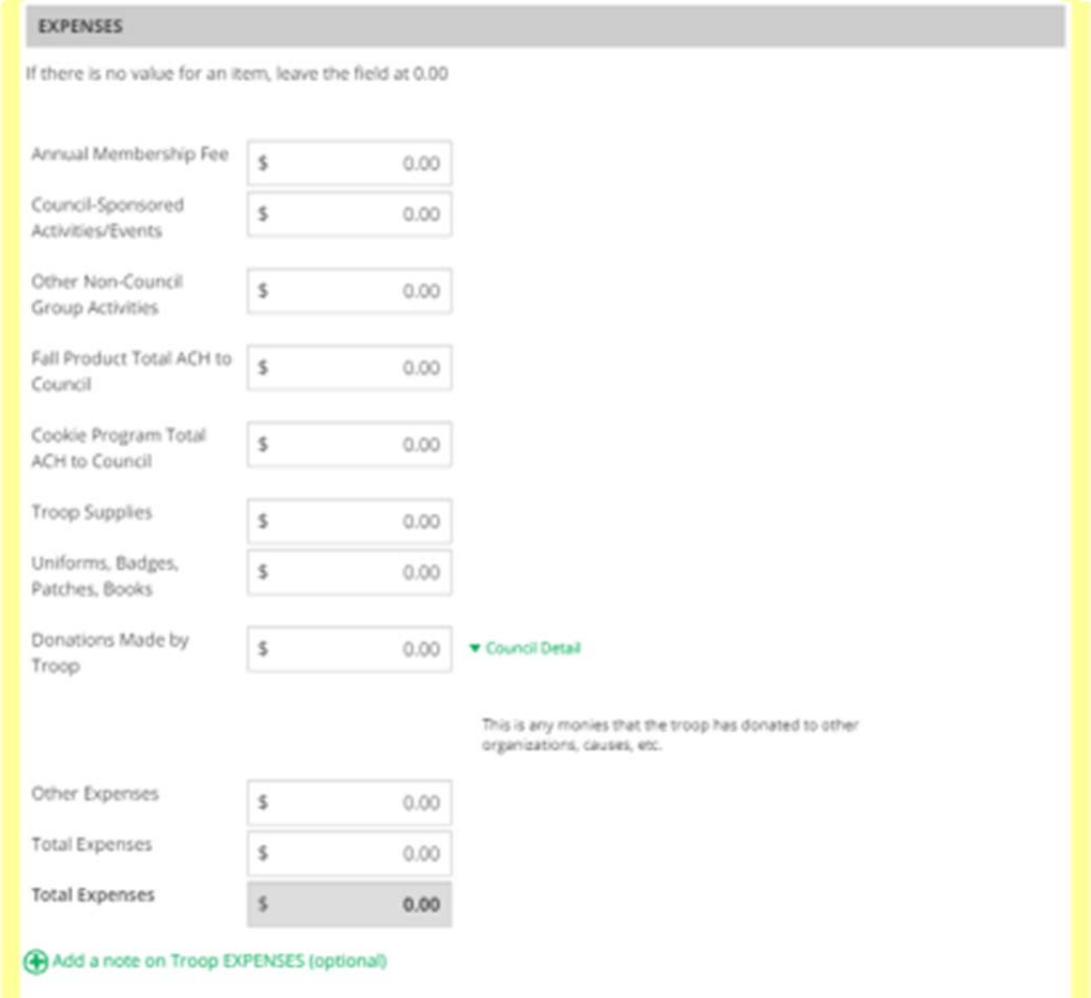
- Annual membership fee (if collected and paid by the troop)
- Troop dues
- Activity event fees collected
- Fall Product total deposit into troop bank account
- Cookie Program total deposit into troop bank account
- Income from Troop Money-Earning Projects
- Donations received by the troop
- Other income received

Troop Expenses

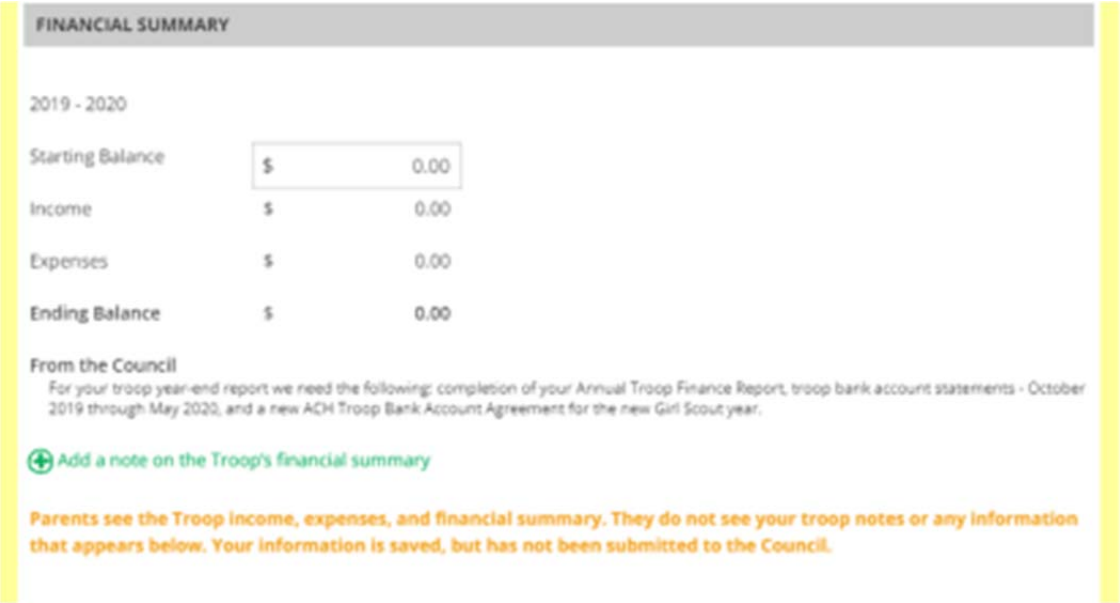
Information you will need to complete the Expenses portion of the form:

- Annual membership fee (if paid by the troop)
- Council-sponsored Activity event fees collected
- Other non-council group activities/events
- Fall Product total ACH to council
- Cookie Program total ACH to council
- Troop supplies
- Uniforms, badges, patches, books
- Donations made by the troop
- Other expenses





Financial Summary

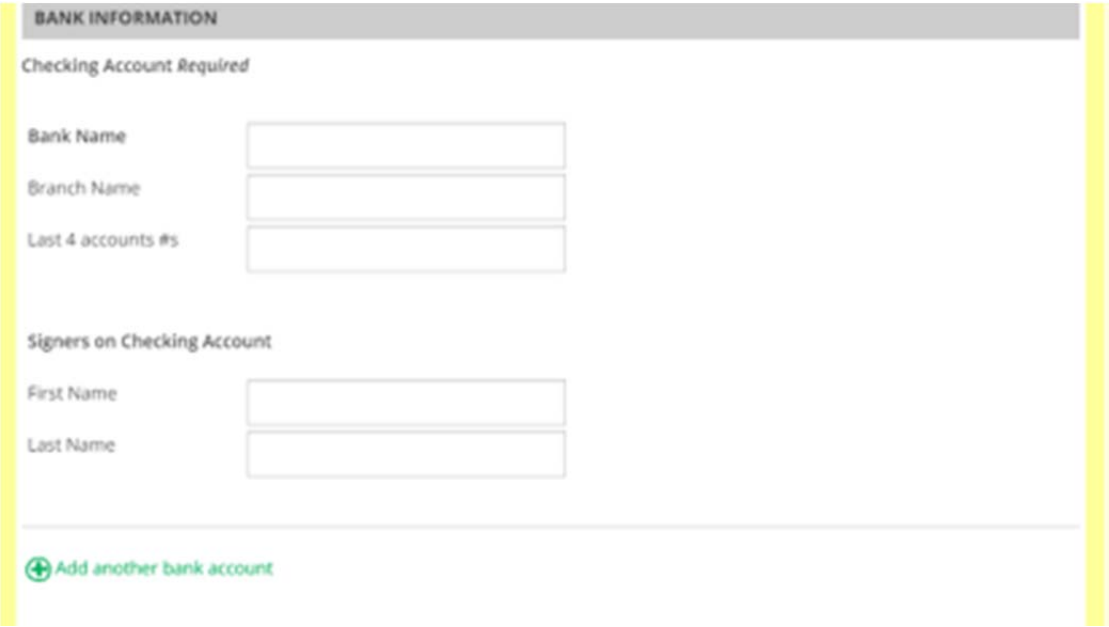


You will put in your starting balance of your troop bank account and the form will auto-populate the income and expenses your entered.

From your troop year-end report the council needs the following:

- Completed Annual Finance Report
- Troop bank account statements – October 2019 through May 2020
- New ACH Troop Bank Account Agreement for the new Girl Scout year

Troop Bank Information

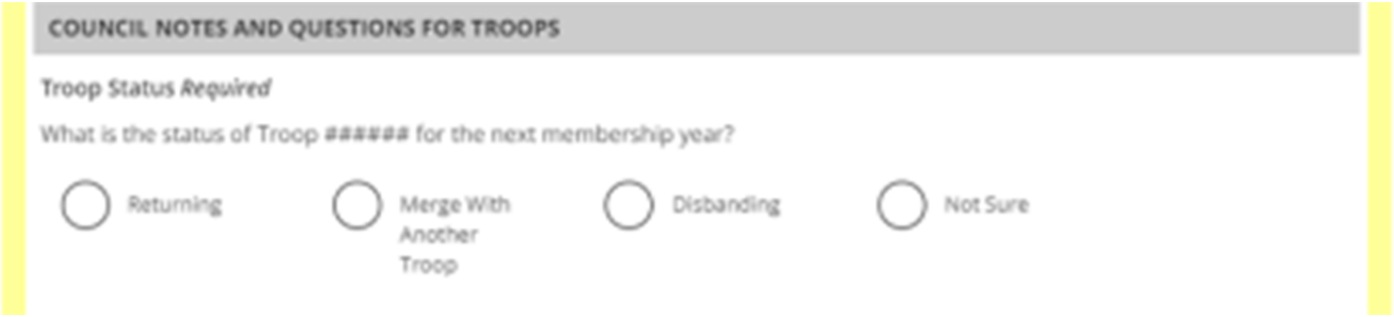


We ask you to complete the bank information for your troop. We also need the names of the signers on the troop bank account. We update our records annually.

Most troops have only one bank account. If you have another troop account, there is an option to add an additional bank account.

Troop Status for 2020-2021

We want to know the status of your troop for the upcoming Girl Scout year 2020-2021. Please let us know what your troop status will be for the new GS year. If you have questions on your troop status, please contact Customer Care at 888-623-1237 or customercare@girlscouts-gsci.org.


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

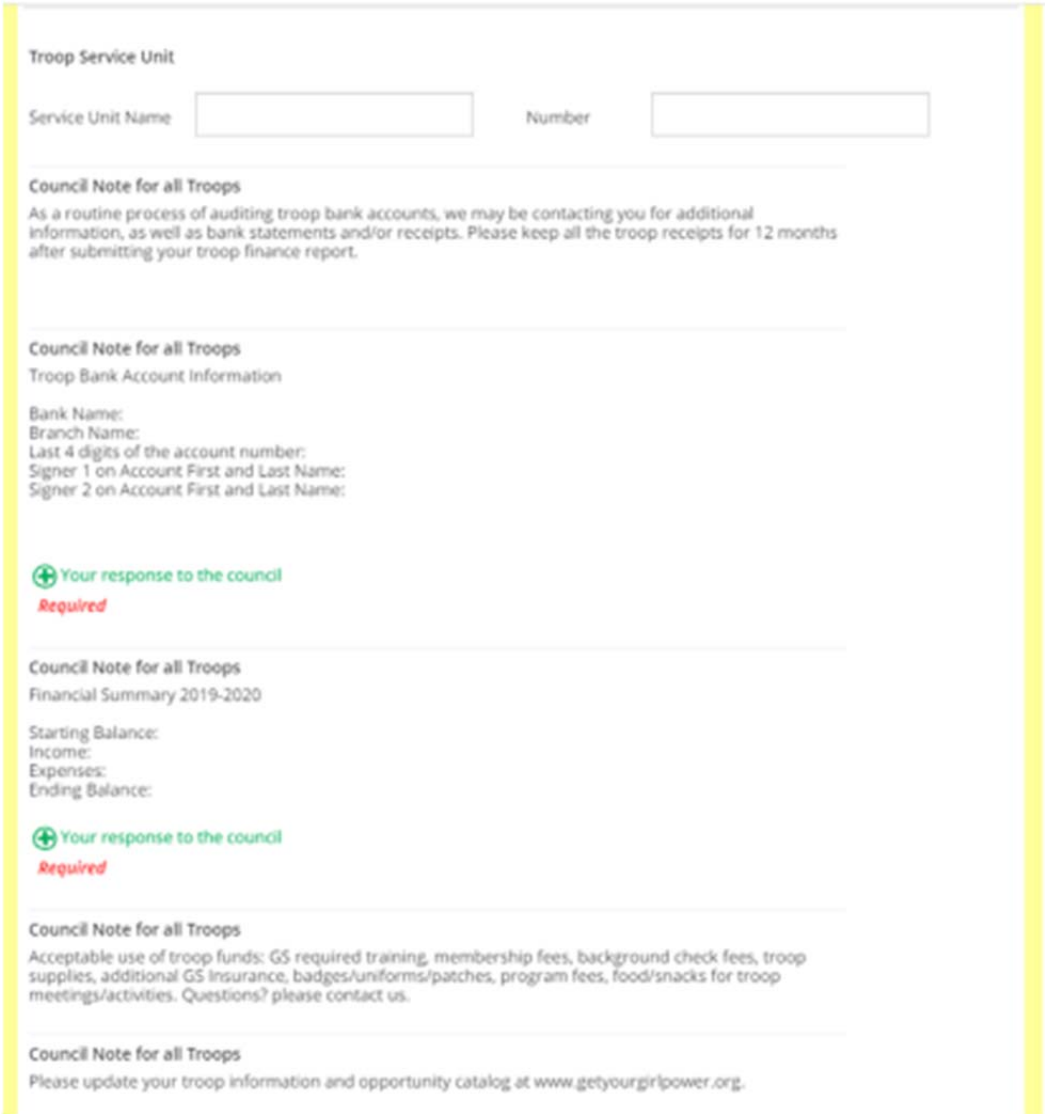
Council Notes and Questions

In the final steps we ask for information on your troop, bank information and signers on the troop account.

We are asked by many troops what is the acceptable use of troop funds. We have included a statement on this subject.

Acceptable use of troop funds includes:

- GS required training for leaders/volunteers
- Membership fees
- Background checks for volunteers
- Troop supplies
- Additional GS Insurance
- Badges, patches, uniforms
- Program fees
- Food, snacks for troop meetings and activities


Troop Service Unit

Service Unit Name | Number

Council Note for all Troops

As a routine process of auditing troop bank accounts, we may be contacting you for additional information, as well as bank statements and/or receipts. Please keep all the troop receipts for 12 months after submitting your troop finance report.

Council Note for all Troops

Troop Bank Account Information

Bank Name:
Branch Name:
Last 4 digits of the account number:
Signer 1 on Account First and Last Name:
Signer 2 on Account First and Last Name:

Your response to the council

Required

Council Note for all Troops

Financial Summary 2019-2020

Starting Balance:
Income:
Expenses:
Ending Balance:

Your response to the council

Required

Council Note for all Troops

Acceptable use of troop funds: GS required training, membership fees, background check fees, troop supplies, additional GS Insurance, badges/uniforms/patches, program fees, food/snacks for troop meetings/activities. Questions? please contact us.

Council Note for all Troops

Please update your troop information and opportunity catalog at www.getyourgirlpower.org.

Lastly, please update your troop information at www.getyourgirlpower.org. This helps us keep accurate records on when troops meet, grade levels, and accepting new girls and volunteers in your troop.

Once you have completed the online form and attached necessary statements, you can then preview your report then submit it to the council. Any questions may be directed to Customer Care at 888-623-1237 or customercare@girlscouts-gsci.org.