girl scouts of greater mississippi

Volunteer Toolkit (VTK) Finance Tab FAQs

Girl Scout Troops will use the Volunteer Toolkit (VTK) Finance Tab to submit their Annual Troop Finance Report (TFR). We've put together a list of frequently asked questions to help you get started. In addition to reading this document, also review the information in the VTK Finance Tab Step by Step Instructions. If you still have questions, contact our Customer Care team via email customercare@gsgms.org or call 601-326-4475 (GIRL).

How do I access the VTK Finance tab?

Go to our website, www.gsgms.org and click the **MyGS** link at the top of the web page. **Login** to your account using your username and password. Select **MyAccount** in the top right-hand corner. Then, select **Volunteer Toolkit** from the left side menu. Finally, select the **Finance** tab to the far right.

Is my login the same as VTK?

Yes, it is the same login that you use to access the VTK and to renew your membership.

Who can complete the Finance tab information?

Only troop leaders and troop treasurers, with a current background check and current Girl Scout membership, who are assigned the troop leader or troop treasure role will be able to complete the Finance tab fields.

What is the troop treasurer's role in completing the Troop Finance Report (TFR)?

The troop treasurer is responsible for managing the income and expenses for the troop and for reconciling the check register and all receipts. The troop treasurer will share all final income and expense totals with the troop leader. Together they can decide how they will complete the VTK Finance tab, they can complete together, or one person can take on the task.

What if I need help accessing the VTK?

If you are a Girl Scout troop leader or troop treasurer who is having trouble accessing the VTK or seeing the VTK Finance tab, contact our member services team by emailing customercare@gsgms.org or calling 601-326-4475 (GIRL).

Why do I have to complete the VTK Finance tab?

Girl Scout councils operate as 501c3 non-profit organizations and are audited annually by the IRS. During audits, we are required to provide troop financial information upon request. For this reason, all Girl Scout troops and service units must complete an Annual Troop Finance Report.

Why are we using the VTK Finance tab to submit our TFR?

The VTK Finance tab provides a convenient and secure way for troops to submit their Annual Troop Finance Report electronically to GSGMS. This electronic process is the ongoing method for reporting the annual troop/group finances to GSGMS.

How is the Finance tab used?

This is the ongoing way troop leaders will submit their annual Troop Finance Report to GSGMS. The information submitted within the VTK Finance Tab will allow parents in the troop to view the troop financial activity, allowing transparency to troop members. Troops and parents will also be able to access finance reports from previous years if they were submitted via the Finance tab.

What information will I need to submit?

You will submit all the same information and Income and Expense categories that you are used to submitting on your Troop Finance Report. The only difference is that you will submit your troop financial information and May bank statement online in the VTK Finance tab.

What is included in the VTK Finance Tab?

The VTK Finance tab will meet your troop annual financial reporting needs. Here is what you'll be able to do:

- Access instructions and links to helpful council financial documents
- Enter your troop income and expenses in detailed categories
- View your troop finance summary (automatically calculated)
- Add detailed notes on your troop finances
- Timestamp and auto-save information, so multiple troop leaders/troop treasurers can work on the financial report and see who last saved the information
- Add your troop bank account information, including the bank name, branch, last four digits of the account number, and all authorized signers for the troop checking account
- Preview before submitting the troop financial report
- Indicate your troop status for the next year (returning, merging, disbanding, or unsure)
- Indicate your service unit name and number.
- Attach any documents you are required to send (bank statements and supporting documentation)

Who gets to see/view my troop's Finance Tab?

Once you submit your troop finance report, parents and troop support adults will have a read-only view of your income, expenses, and financial summary. Troop leaders and troop treasurers will be able to see and complete the Troop Finance Report fields.

When is the Troop Finance Report due to GSGMS?

The deadline for submitting your annual Troop Finance Report is June 30th each year. A Troop Finance Report is also due when troop leadership changes or when a troop disbands.

What if my troop's year is not over by May 31th?

Please complete and submit the Finance tab information for your troop finances from June 1st of the previous year through May 31st of the current year. Next year, your troop Finance tab entry will begin June 1st and go through May 31st of the next year.

Can I see past reports?

Yes. After your first finance report is filed through the VTK Finance tab, subsequent years will be archived and you will be able to view them.

Can I submit my finance report via paper form and mail or turn it in in-person?
Troop Finance Reports will be submitted via the VTK Finance tab. If you have questions or need assistance, email customercare@gsgms.org.

How can I submit my bank statements?
When you submit the Troop Finance Report online through the VTK Finance tab, you will be asked to upload your bank statements. You'll be able to browse your computer/device to upload your bank statements. You will be able to attach up to 10 documents totaling no more than 25mb.

What if I submitted my troop's financial information too early/by accident or forgot to attach my bank statement?
You will only be able to submit your troop financial information in the VTK Finance tab once for each membership year! It is essential that you have all your income and expense totals ready to enter and that your ending balance matches your May Bank statement BEFORE you enter your final financial report and submit your report to GSGMS. If you need assistance, email customercare@gsgms.org

What If my ending balance, is not balancing my May bank statement?
Your troop ending balance should match your May bank statement unless you have outstanding checks or deposits that have not cleared your bank or petty cash on hand. If your May bank statement doesn't match, you'll have the opportunity to list/explain why it doesn't.

May I come into the office to drop off my finance report or get help submitting it online?
We are happy to help! Email customercare@gsgms.org, and we will assist you over the phone or set up a meeting to walk you through the steps.

What if I don't submit the troop finance report? What happens?
Troop volunteers are entrusted with ensuring the sound fiscal management of troop funds. The highest level of integrity must be maintained, and we will work with you to overcome any barriers to completing this process. In the event there are extenuating circumstances preventing the troop finance report from being submitted, notify us by emailing customercare@gsgms.org. Troops that do not make a reasonable attempt to submit the Troop Finance Report in a timely manner face closure of their troop bank account and troop disbandment.

What can I do in preparation to complete the VTK Finances?

- **Verify you VTK access.** Troop leaders must verify they have the proper access to manage the Volunteer Toolkit. Follow the steps above under "How do I access the VTK Finance tab?" If you aren't sure if you have the proper permission or need assistance, please contact our member services team via email at customercare@gsgms.org or call 800-326-4475 (GIRL).
- **Gather financial documentation and reconcile troop financials.** The troop treasurer, troop leader, and other bank account signers should work together to gather all troop income and expense documentation which means gathering all receipts, reconciling your check register, and totaling income and expense categories. A simple spreadsheet is a great way to keep track.
- **Download a copy of your bank statements.** Save a copy to your local computer or device for easy uploading as an attachment to your VTK Finance tab submission.
- **Learn more** by completing the VTK Tutorials and Troop Finance View within gsLearn (online training module within MyGS) and reviewing the VTK Finance Tab Step by Step Instructions.