



GSGMS Girl Scout Troop & Service Unit VTK Finance Reporting Instructions

**Reporting Period: 6/1/20-5/31/21
Deadline to Submit Report: 6/30/21**

Leaders and Service Unit Managers,

Can you believe we're rounding the corner for another year? The end of May will be here before you know it! This timeframe marks the end of the reporting period for Girl Scout Troop and Service Unit Reports. Girl Scouts requires the finance report, bank statements, and receipts to be submitted annually to report the activity of your troop. Our online process of submitting financial information through the Volunteer Toolkit (VTK) is much more accessible and convenient for you!

Please note that Service Units are unable to submit electronically through the VTK at this time. Service Units will continue to report their information on the forms available on the website. (Forms linked below)

Troop Financial Report deadline is June 30th annually. By providing this information electronically, we can speed up our monitoring processes internally, so we must have them in by this date. As always, if you need help, please reach out to your membership specialist or accounting by email at customercare@gsgms.org or call 601.326.4475 (GIRL).

Links and instructions on tabs inserted here:

[Volunteer Toolkit Finance \(VTK\) Tab FAQ's](#)

[Volunteer Toolkit \(VTK\) Finance Tab Step-By-Step Instruction](#)

[Girl Scout Service Unit Annual Finance Report Form](#)

IMPORTANT INFORMATION FOR LEADERS FROM ACCOUNTING:

Here are a few processes to assist you with your Girl Scout Troop / Service Unit Finance Report at the end of the troop year:

Keeping up with your receipts and records monthly will make it much easier to pull your information and Troop Finance Report together due by JUNE 30th each year. Please make sure you have someone in your troop that can handle the vital piece of troop finances.

Here are some points to ensure compliance:

- You must have a Girl Scout troop/service unit bank account.
- All Girl Scout troops must provide an ACH Authorization form to accounting via a membership specialist or customercare@gsgms.org.
- Two unrelated registered adult members of GSGSM with a cleared background check must be on the account.
- The Troop Finance Report is completed online in VTK. Service Units must send in a manual report that is available within *Forms* on our GSGMS website.
- All Receipts must be maintained for your Girl Scout troop/service unit expenses, and copies uploaded with your report. PLEASE NOTE THIS SO YOU CAN KEEP THEM THROUGHOUT THE YEAR.
- Monthly bank statements must be maintained, and copies uploaded with your report. (*Please ensure all bank statements, receipts, and documents are clear and visible*)
- Your bank balance as of 5/31 and your report balance should be the same unless you have checks or deposits right around 5/31 that have not cleared the bank.

We must ensure compliance with our Policies and Procedures for our Girl Scout troop/service unit accounts each year. Ask for help from another volunteer in your troop, reach out to your membership specialist, or contact accounting with any questions or assistance.

Thanks for all you do!