

How to Submit Your Annual Financial Report (AFR)

Overview and Timeframe

Thank you for volunteering for Girl Scouts and being a good steward of girls' money! This guide will help you compile and submit your troop's Annual Financial Report (AFR), a report documenting troop income and expense transactions from **May 1 to April 30**. **The AFR must be submitted by June 1**. The data and documentation needed to compile the report should already be available from records maintained by the troop throughout the year.

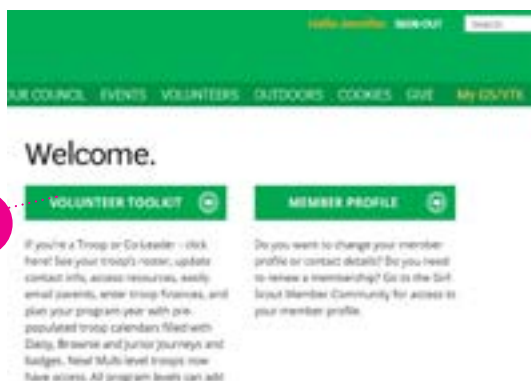
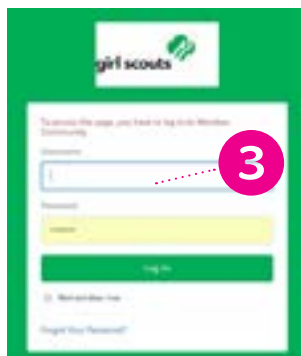
Those year-round responsibilities include keeping up-to-date and accurate financial records collecting and saving all receipts, bank statements, and maintaining the checkbook register. The troop treasure or leader) should track income and expenditures in the Financial Tracking Worksheet on an ongoing basis. The best and easiest way to do this is to starting on May 1 of each year. The Financial Tracking Worksheet is available (as a downloadable Excel sheet) at sdgirlscouts.org/forms. It is due when you submit the AFR report.

Submitting Your AFR

To submit the AFR, upload your completed Financial Tracking Worksheet and latest April bank statement (needed to ensure it matches the worksheet balance), and complete the AFR sections as prompted through the Finances tab on the Volunteer Toolkit (VTK). Access the VTK Finance tab on our website:

Go to sdgirlscouts.org

1. Select **"MyGS/VTK"** tab
2. Select **"Volunteer Toolkit"**
3. Log in using your Girl Scout membership info
4. Select **"Volunteer Toolkit"**
5. Select **"Finance"** tab from the Volunteer Toolkit section



NOTE: A desktop or laptop computer is necessary to submit the AFR. Google Chrome and Firefox web browsers are also highly recommended.



Find detailed instructions covering specific sections of the report on the remaining pages in this guide.

Income

Complete the INCOME section by inputting the totals in each category.

HINT: Totals can be found on the “Income Statement” tab of the Financial Tracking Worksheet under the “Money Collected” tab.

Troop dues collected:

Enter the total amount of all funds received for troop dues and GSUSA memberships.

Event fees collected:

Enter the total of all money collected from families contributed to fund-specific troop activities and/or events—i.e., trips, encampments, etc. If zero money was received, enter “0.00” (no value).

Fall product program collected:

Enter the total of funds collected and deposited into the troop bank account earned for the Fall product program (i.e., magazines, chocolates, and nuts).

Cookie program funds collections:

Enter the total of funds collected and deposited into the troop bank account earned for the cookie program.

Money-earning projects income:

Enter the total earned from all money-earning projects—projects that the troop organized to earn funds.

Donations to the troop:

Enter the total of all donations that the troop received during the year.

Other income:

Enter any income *not* listed above (i.e., opportunity fund, returned purchase or any other income which may need clarification).

Troop dues	\$	0.00	
Event fees	\$	0.00	
Fall Sale-collected	\$	0.00	▼ Council Detail
Cookie Program-collected	\$	0.00	▼ Council Detail
Money-earning projects	\$	0.00	
Donations to the troop	\$	0.00	
Other income	\$	0.00	
Total Income	\$	0.00	

Expenses

Complete the EXPENSES section by inputting the totals in each category.

HINT: Totals can be found on the “Expense” tab of the Financial Tracking Worksheet under the “Money Paid” tab.

GSUSA membership fees paid:

Enter the total amount paid from troop account to cover GSUSA membership fees.

Fall product program paid:

Enter the total of amount paid to Girl Scouts San Diego (GSSD) from Fall products—this can be found on your bank statements as SD PROD SALES.

Cookie program paid:

Enter the total amount paid to GSSD from Cookie program. This can be found on your bank statements as SD PROD SALES or on the eBudde sales report.

Troop supplies/activities/events:

Enter the total amount paid for supplies including badges, awards and recognition as well as amount paid to fund specific troop activities and events.

Other expenses:

Enter any expenses *not* listed above (i.e., PayPal fees, Square Reader fees or any other expenses which may need clarification).

EXPENSES	
If there is no value for an item, leave the field at 0.00	
GSUSA membership fees	\$ 0.00
Fall Sale paid	\$ 0.00 ▼ Council Detail
Cookie Program paid	\$ 0.00 ▼ Council Detail
Troop supplies/activities/events	\$ 0.00
Other expenses	\$ 0.00
Total Expense	\$ 0.00

Financial Summary

Starting balance:

Enter the starting balance as of May 1. If your troop started after May 1, enter the initial bank deposit as your starting balance.

<<Income (auto-generated)>>

The screenshot shows a web form titled "FINANCIAL SUMMARY" for the "2017 - 2018" season. It contains four rows of input fields for "Starting Balance", "Income", "Expenses", and "Ending Balance", each with a dollar sign and a numeric field showing "0.00". Below these is a section "From the Council" with a note about entering the starting balance as of May 1, 2017. At the bottom, there is a green plus icon and the text "Add a note on the Troop's financial summary". A warning message at the very bottom states: "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."

Bank Information

Bank name: Enter the name of the bank associated with the troop account. (i.e. Wells Fargo)

Branch name: Enter the name of the branch area/location. (i.e. Wells Fargo—Oceanside)

Signers: Enter the name of the person submitting this report. (You can only submit one name.)

The screenshot shows a web form titled "BANK INFORMATION". It includes a section "Checking Account Required" with three input fields for "Bank Name", "Branch Name", and "Last 4 accounts #s". Below this is a section "Signers on Checking Account" with two input fields for "First Name" and "Last Name". To the right of the "First Name" field is the text "Enter the submitter's name". At the bottom, there is a green plus icon and the text "Add another bank account".

Council Notes and Questions for Troops

Troop status: Mark the appropriate troop status.

Service unit: Enter the name of your service unit. Enter your service unit number. If unknown, enter "623."

Please respond to all five prompts listed as applicable:

1. If ending account balance exceeds \$500.00, how does your troop plan to use these funds?
What is the approximate date that the event or activity will take place?
2. If your troop received more than one donations this year, please list the date, amount, and source of each donation. (i.e. 1/18/18, \$150, Kiwanis Club)
3. If you entered a dollar amount into the "Other Income" category, please provide a description of the income source for these funds (i.e. Opportunity Funds).
4. If you entered a dollar amount into the "Other Expenses" category, please provide a description of the purpose of these expenses (i.e. PayPal fees, Square Reader fees).
5. Would you like to be contacted by a Girl Scout support staff about plans for your troop in the upcoming year?

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

Troop Service Unit

Service Unit Name: Number:

Council Note for all Troops
If ending account balance exceeds \$500.00, how does your troop plan to use these funds?

 Your response to the council

Council Note for all Troops
If your troop received more than one donation this year, please list the date, amount, and source of each donation.
(i.e. 1/18/18, \$150, Kiwanis Club)

 Your response to the council

Council Note for all Troops
If you entered a dollar amount into the "Other income" category, please provide a description of the income source for these funds.

 Your response to the council

Council Note for all Troops
If you entered a dollar amount into the "Other expenses" category, please provide a description of the purpose of these expenses.

 Your response to the council

Review and Edit

This will allow you to review the Annual Financial Report before submitting.

Preview and send report to Council

This is the Troop's financial report as the Council will see it.

EDIT REPORT

Annual Troop Finance Report 2016 - 2017

Troop 999202a

INCOME	
Monthly Troop Dues	\$48
Cookie Income	\$1500
Parent Donations	\$145
Total Incomes	\$1693.00

Troop Income Note

Enter in any note or additional information here that you would like to share with the council about your troop's annual income reporting above.

EXPENSES	
Uniforms and Badges	\$78
Troop Meeting Supplies	\$187
Local Trips & Council Events	\$225
2018 Renewal Registration Fees	\$200
Total Expenses	\$690.00

Select "Send to Council." You will upload:

1. A Wells Fargo bank statement
2. Financial Tracking Worksheet (on the next screen.)

Send report to Council: Due

Person who is sending the report:

Name	Michaela Test
Troop	Troop 999202a
Report Sent	March 29, 2017

 **Check that your information is correct.** You cannot change the finance report once it's been sent. If you have a correction, you'll have to contact the Council.

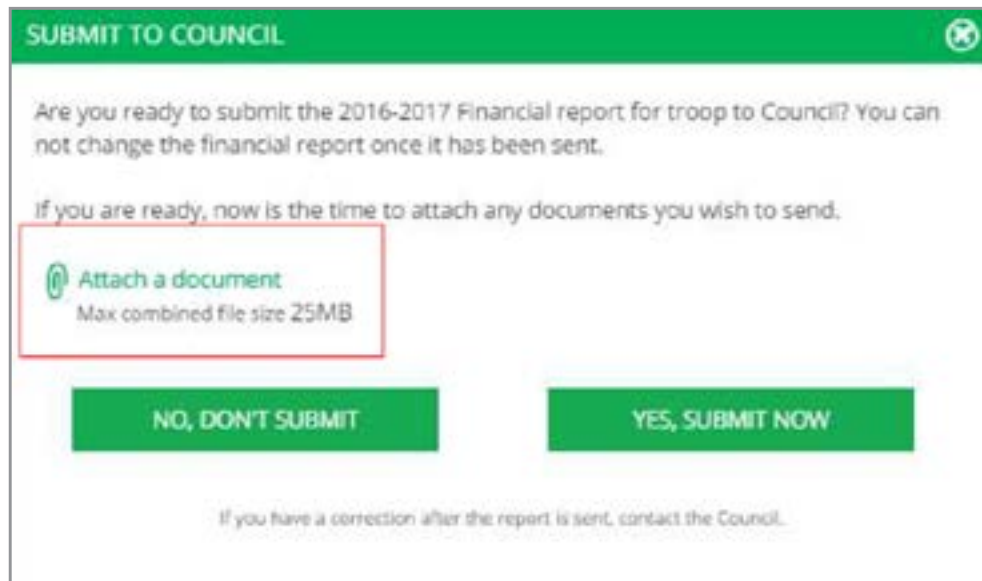
Any documents you want to send can be attached after you select "SEND TO COUNCIL"

SEND TO COUNCIL

Your information is safe 

Attachments

Please attach the following documents as applicable (click each item to see how to download):



SUBMIT TO COUNCIL

Are you ready to submit the 2016-2017 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.

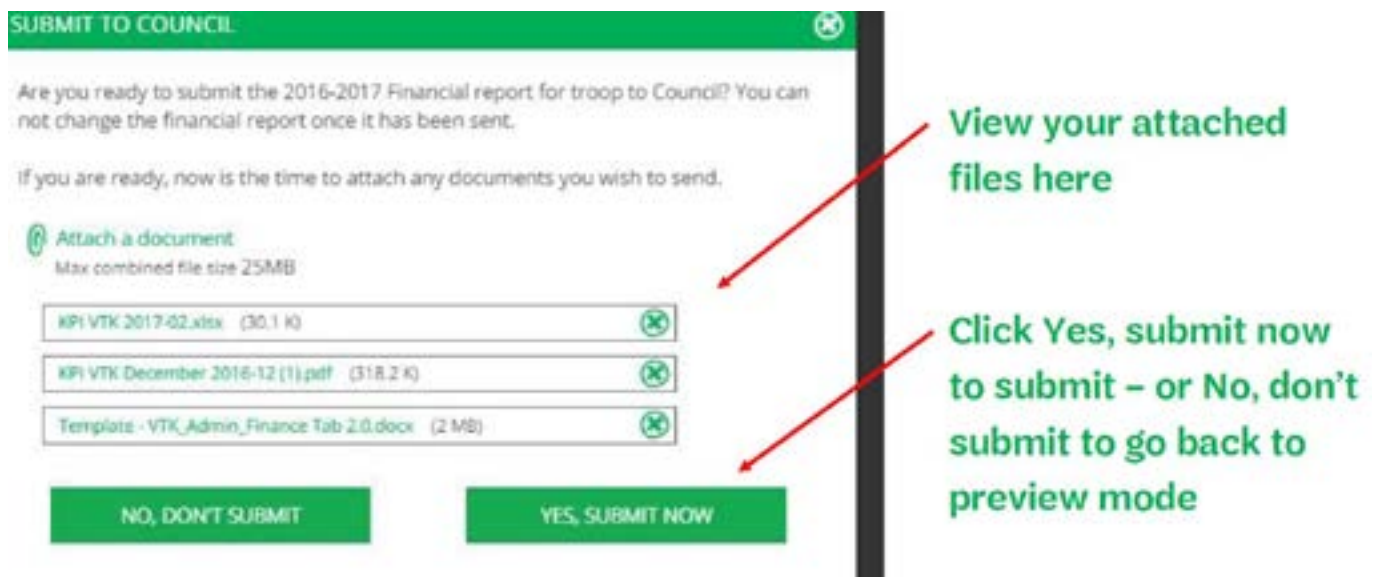
 **Attach a document**
Max combined file size 25MB

NO, DON'T SUBMIT **YES, SUBMIT NOW**

If you have a correction after the report is sent, contact the Council.

Select “Yes, submit now.” You will upload:

1. A Wells Fargo bank statement
2. Financial Tracking Worksheet (on the next screen.)



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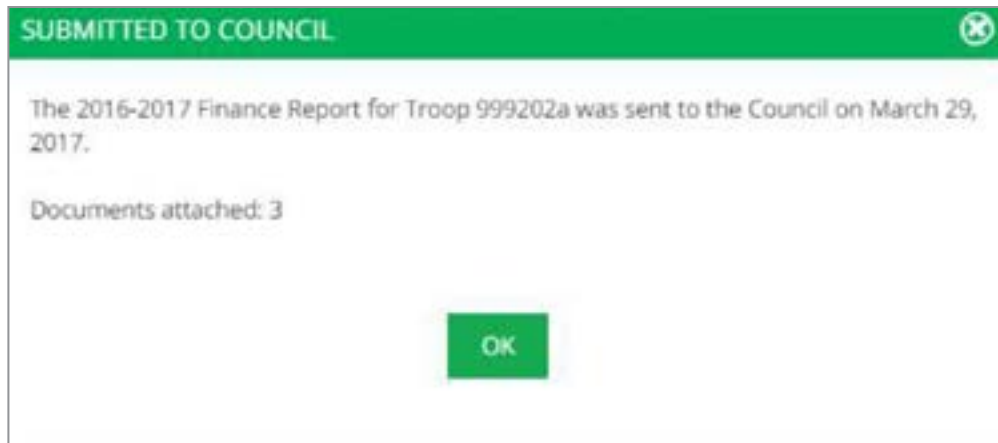
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KPI VTK 2017-02.xlsx (30.1 K)	
KPI VTK December 2016-12 (1).pdf (318.2 K)	
Template - VTK_Admin_Finance Tab 2.0.docx (2 MB)	

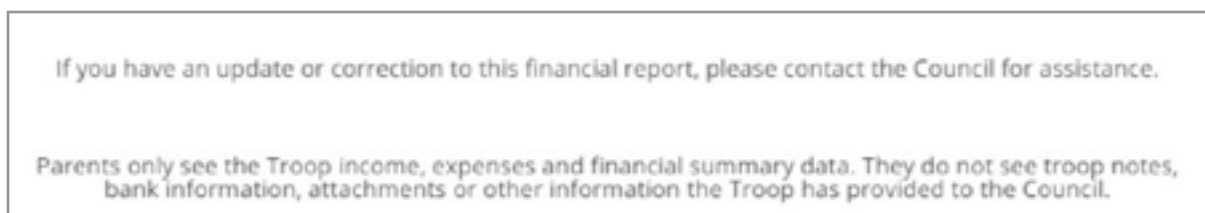
NO, DON'T SUBMIT **YES, SUBMIT NOW**

View your attached files here

Click Yes, submit now to submit – or No, don't submit to go back to preview mode



At the very bottom of the page, you will see this message:



Congrats:
You have completed your Annual Financial Report!

