Troop Annual Financial Report (AFR) How-To Guide

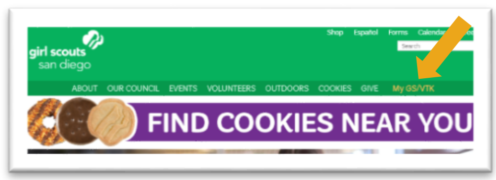
The AFR will include all income and expense transactions between: **May 1, 2017 and April 30, 2018**

*Information provided in the income, expenses, and financial summary sections of the report will be emailed to all families associated with your troop at the point of submission.

*Troops that began after May 1, 2017 will record all troop finance activity that occurred between May 1, 2017 and April 30, 2018. This includes any activity that occurred prior to the point that the troop bank account was opened.

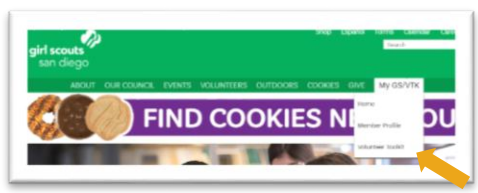
*Submitting on a desktop or laptop computer is necessary. Google Chrome and Firefox web browsers are also highly recommended for the best submitting results

How to access Volunteer Toolkit (VTK):



Go to www.sdgirlscouts.org

1. Select *"My GS/VTK"* tab
2. Select "Volunteer Toolkit"
3. Log in
4. Select *'Finances'* tab from the Volunteer Toolkit section



Income: can be found on Financial Tracking Worksheet "Income Statement" tab under Money Collected

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 '0' received, enter "0.00" (no value).

Fall Product Sale collected: Enter the total of funds collected to pay for Fall Sale products (i.e. sale of magazines, chocolates, nuts).

Cookie Program collected: Enter the total of funds collected to pay for the Cookie Program.

Money-earning projects: Enter the total earned from all money-earning projects — projects that the troop organizes to earn funds, excluding donations.

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

Other income: Enter any income NOT listed above (opportunity fund, returned purchases or any other income which may need clarification)

Total Income (auto-generated)

Expenses: can be found on Financial Tracking Worksheet "Income Statement" tab under Money Paid

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

Fall Product Sale paid: Enter the total amount paid to Girl Scout San Diego [GSSD] from Fall Sale products – this can be found on your bank statements as SD PROD SALES.

Cookie Program paid: Enter the total amount paid to Girl Scout San Diego [GSSD] from Cookie Program – this can be found on your bank statements as SD PROD SALES or eBudde sales report.

Troop supplies/activities/events: Enter the total amount paid for supplies including badges, awards and recognition as well as amounts 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).

Total Expenses (auto-generated)

Financial summary:

Starting balance: Enter the balance of the troop bank account on **May 1, 2017.**

*For troop accounts opened after May 1: Enter the initial bank deposit amount as the starting balance.

Income (auto-generated)

Expense (auto-generated)

Ending Balance (auto-generated)

**This line concludes the portion of the report that will be emailed to troop families at the point of submission.*

Bank information:

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

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

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

Council notes & questions for troops:

Troop status: Mark the appropriate troop status.

Service unit name: Enter the name of your service unit. **Service Unit Number:** If unknown, enter “623.”

***Please respond to all 4 prompts listed below as applicable:**

1. If ending account balance exceeds $500.00, how does your troop plan to use these funds?

2. 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)

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 or Square reader fees).

.PDF Submissions (2):

1) April 2018 Bank Statement:

A. Download the April, 2018 bank account statements from Wells Fargo.
B. Save the downloaded statements in .PDF format to your computer.
C. Upload the (1) official Wells Fargo Bank statements into the AFR submission as .PDF attachments.

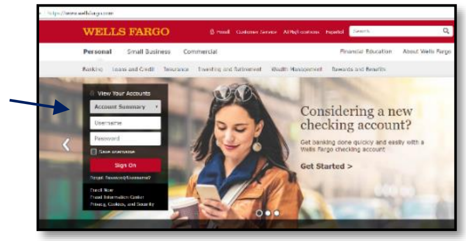
The recommended bank statement naming convention:

Troop 1234 April 2018

How to download official Wells Fargo bank statements:

If using cell phone, do not use mobile app, log in from the Wells Fargo site.

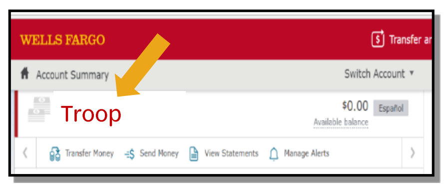
1. Go to www.wellsfargo.com



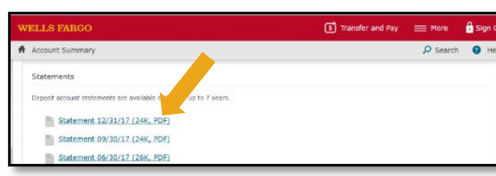
2. Enter *'Username'* & *' Password'*

3. Select the Troop Account.

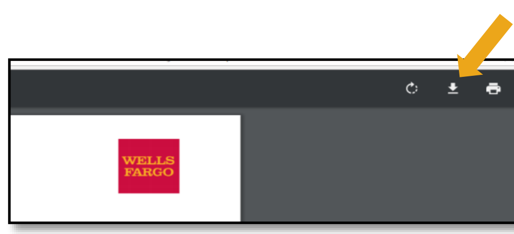
4. *Select 'View Statements' (PDF)*



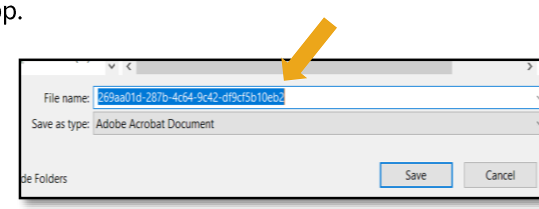
5. Select the desired statement



6. Select *'download arrow'* (right corner)



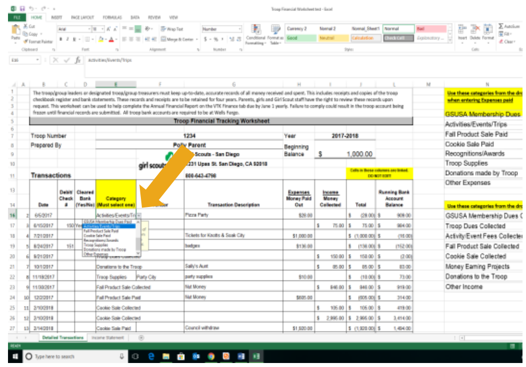
7. Rename file – save to a special folder or to the desktop. *(easily accessible)*



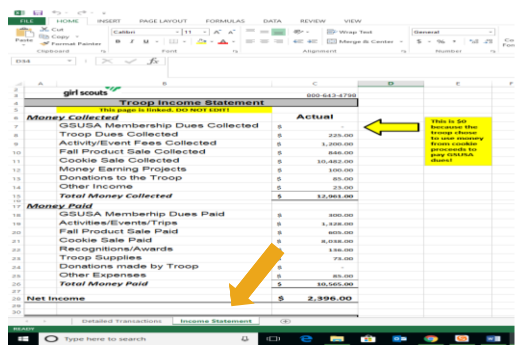
2) NEW Financial Tracking worksheet:

A) Download the NEW Financial Tracking worksheet from our website sdgirlscouts.org. Volunteers>Training and Support for Volunteers>Troop/Group Finances

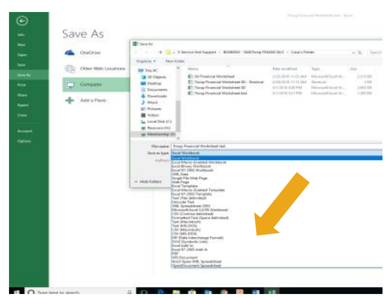
B) Complete the Financial Tracking worksheet by selecting the predetermined category that best describes your Income or Expense.



C) The numbers entered on the Tracking worksheet automatically prefill the Income Statement on the next worksheet



D) Once all transactions have been entered save the downloaded Excel worksheets as a .PDF file by choosing "Save As" and selecting .PDF file on the "save as type" dropdown menu.



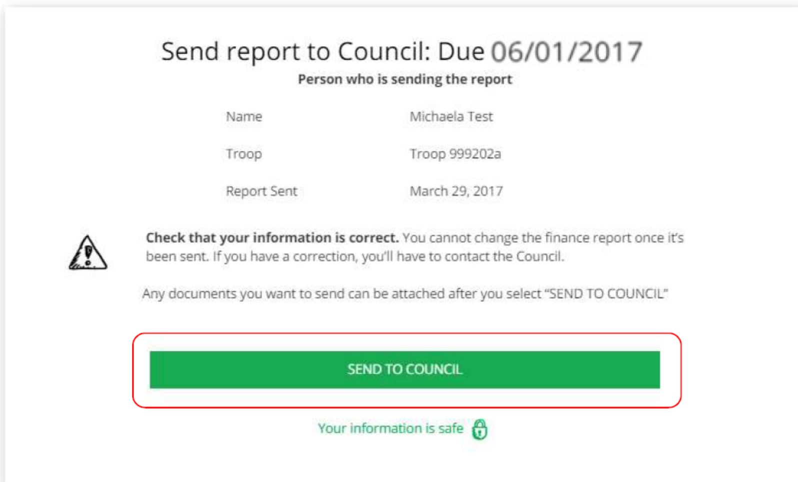
E) Upload the NEW Financial Tracking worksheet into the AFR submission as .PDF attachment or Excel file.

Submit to Council (2):

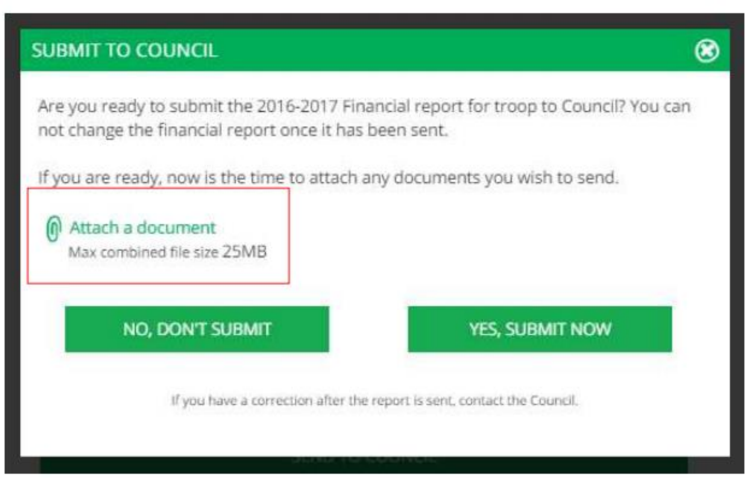
1) The April 2018 bank statements from Wells Fargo

2) Your completed Financial Tracking worksheet

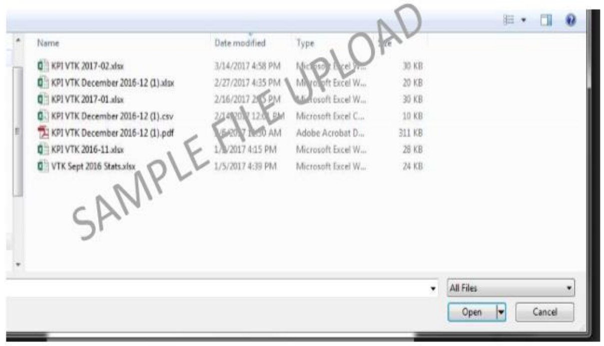
Select “Send to Council.” You will be able to upload a 1) Wells Fargo Bank statement and 2) Financial Tracking worksheet on the next screen.



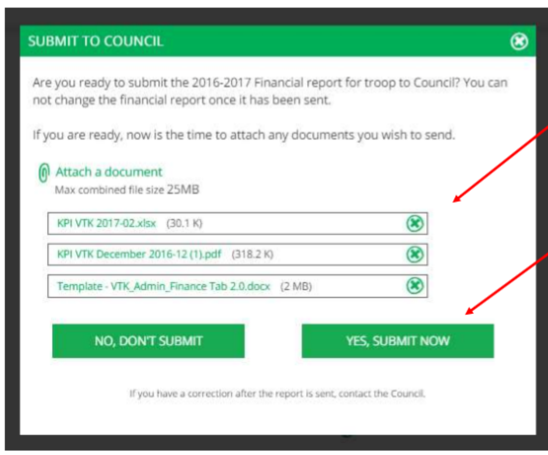
Select “Attach a document” paper clip to attach your 1) Wells Fargo Bank statement and 2) Financial Tracking worksheet. **Note:** There is an error on this screen which asks for September-April bank statements. Only April 2018 is required.



A pop up window will help you browse files on your computer to upload (max combined file size 25MB)



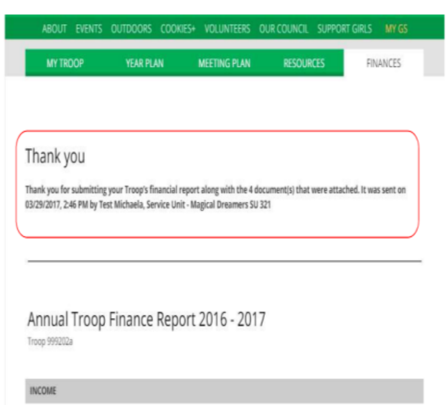
Click Yes, submit now to submit – or No, don't submit to go back to preview mode. You can also view your attached files here



View your attached files here

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

You did it! You just submitted your 2017-2018 Troop Annual Financial Report



Once back on your finance tab in the VTK, you will see a confirmation message at the top. You will see all of your submitted troop finance information on this page (minus the attached documents).