How to Submit Your 2019 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, 2018 to April 30, 2019**. **The AFR must be submitted by Saturday, June 1, 2019**. The data and documentation needed to compile the report should already be available from records maintained by the troop throughout the year.

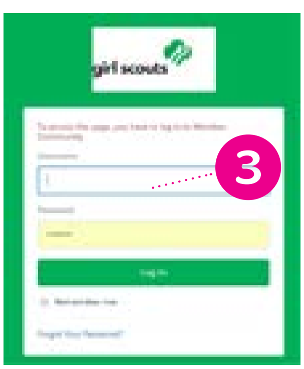
Those year-round responsibilities include keeping up-to-date and accurate financial records collecting and saving all receipts, bank statements, and maintaining the checkbook register. The troop treasure or leader) should track income and expenditures in the Financial Tracking Worksheet on an ongoing 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 April 2019 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).

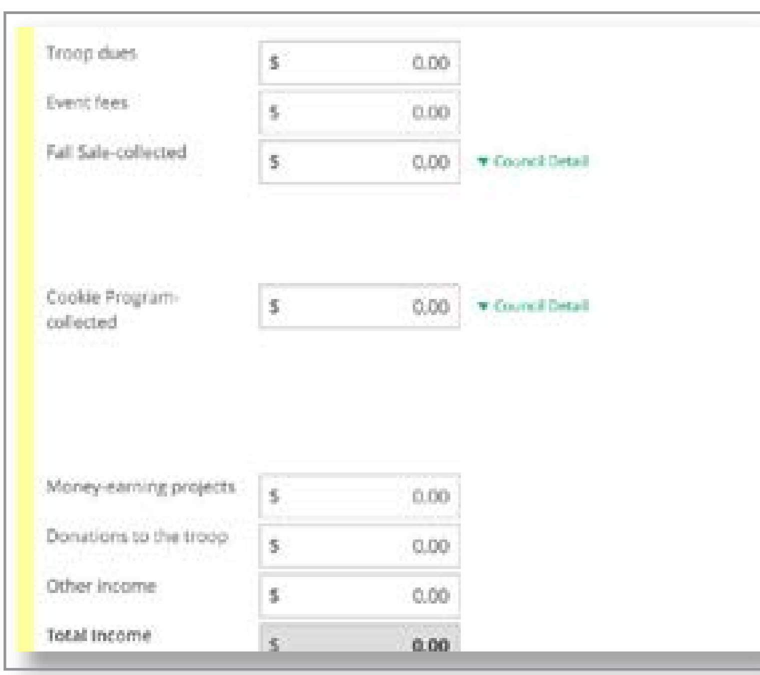
Fall product program collected:
Enter the total of funds collected and deposited into the troop bank account earned for the Fall product program (i.e., magazines, chocolates, and nuts).

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).



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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.

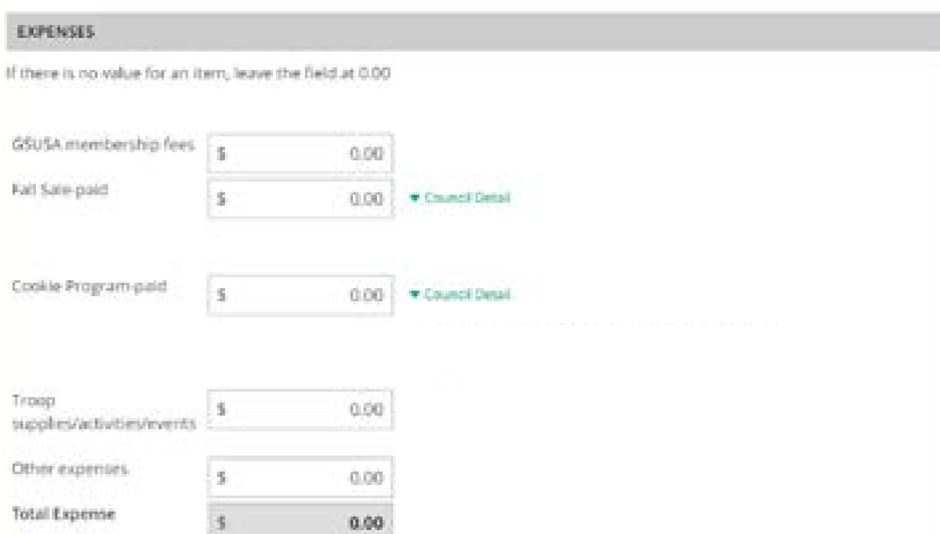
GSUSA membership fees paid:
Enter the total amount paid from troop account to cover GSUSA membership fees.

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 fro supplies including badges, awards and recognition as well as amount paid to fund specific troop activities and events.

Other income:
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

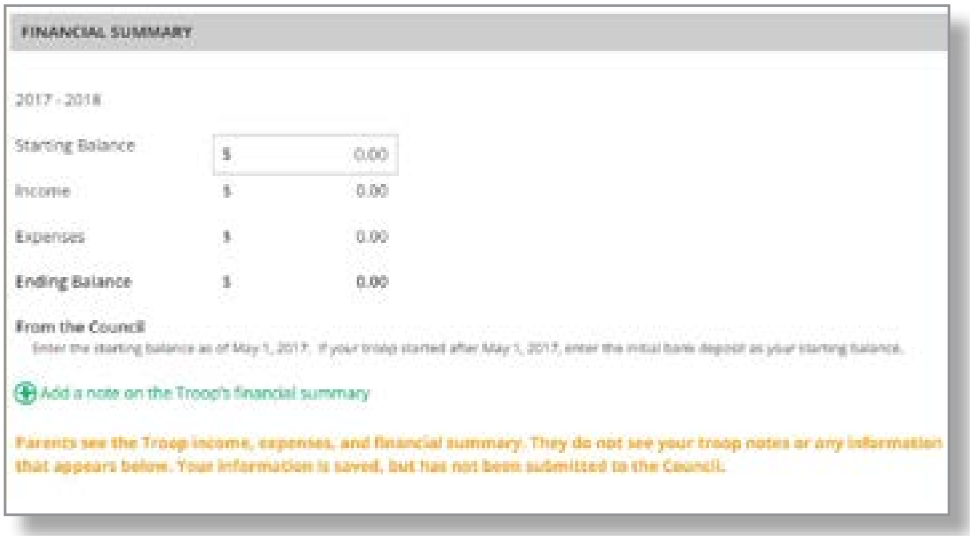
GSUSA membership fees	$	0.00	
Fall Sale paid	$	0.00	▾ Council Detail
Cookie Program paid	$	0.00	▾ Council Detail
Troop supplies/activities/events	$	0.00	
Other expenses	$	0.00	
Total Expense	$	**0.00**	

Financial Summary

Starting balance:

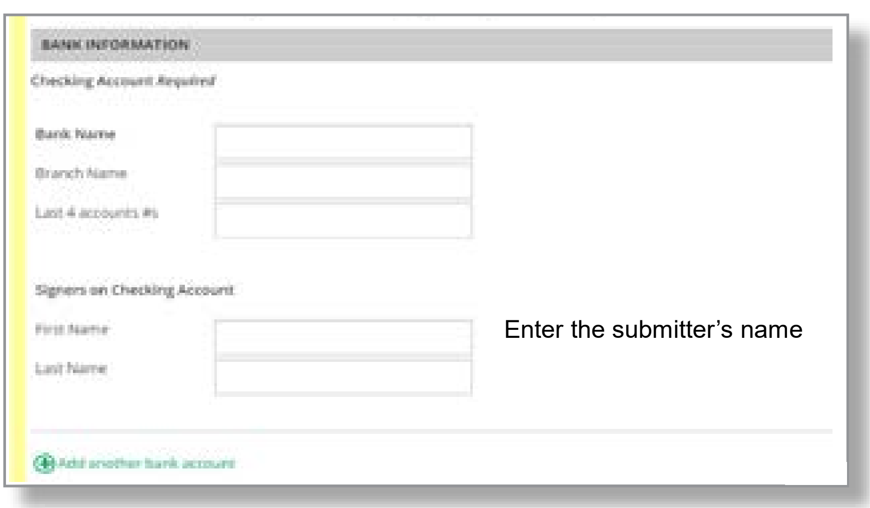
Enter the starting balance as of May 1, 2018. If your troop started after May 1, 2018, enter the initial bank deposit as your starting balance.

<<Income (auto-generated)>>



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.)



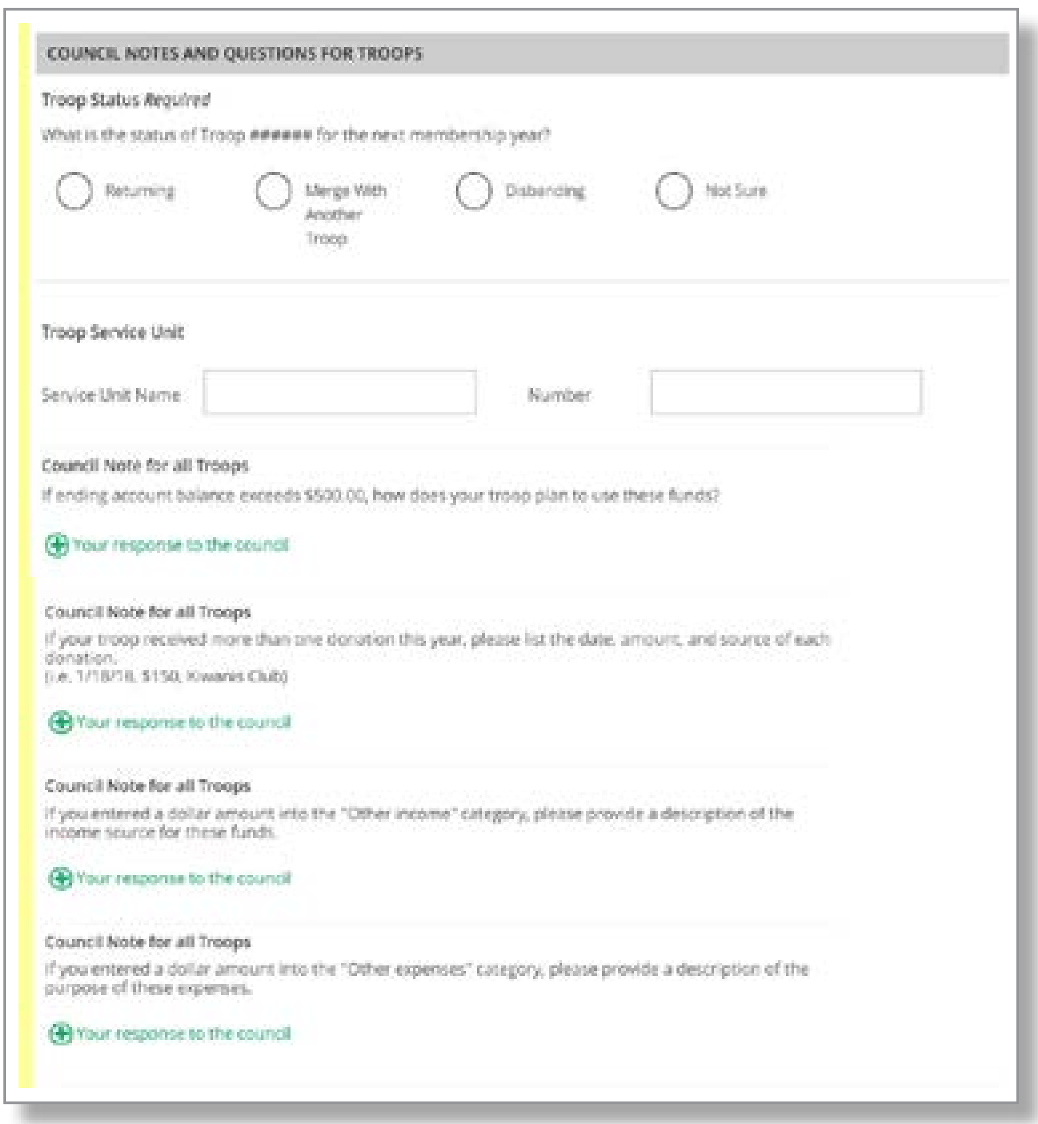
Council Notes and Questions for Troops

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 int 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 up coming 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

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Review and Edit

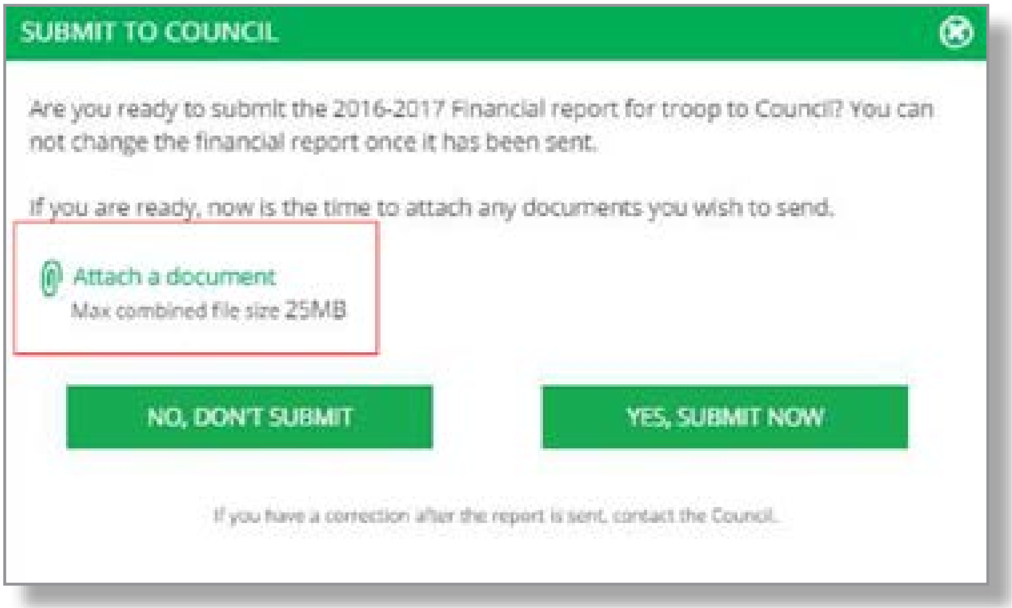
This will allow you to review the Annual Financial Report before submitting.

Select "Send to Council." You will upload:

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

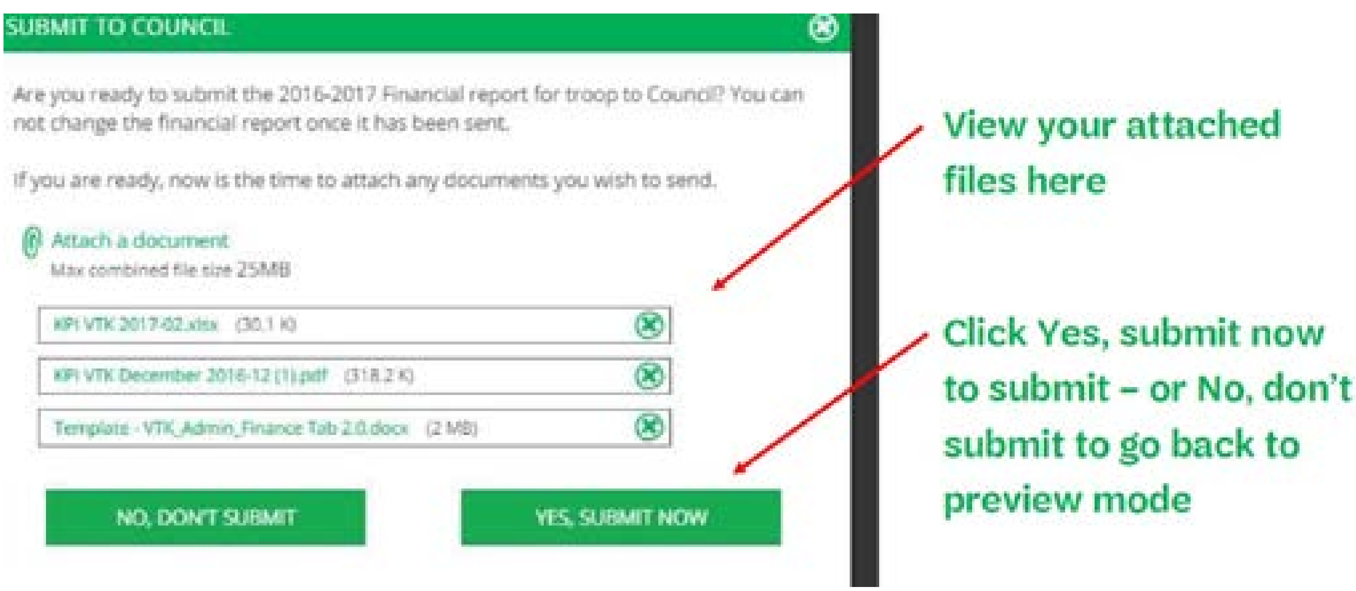
Attachments

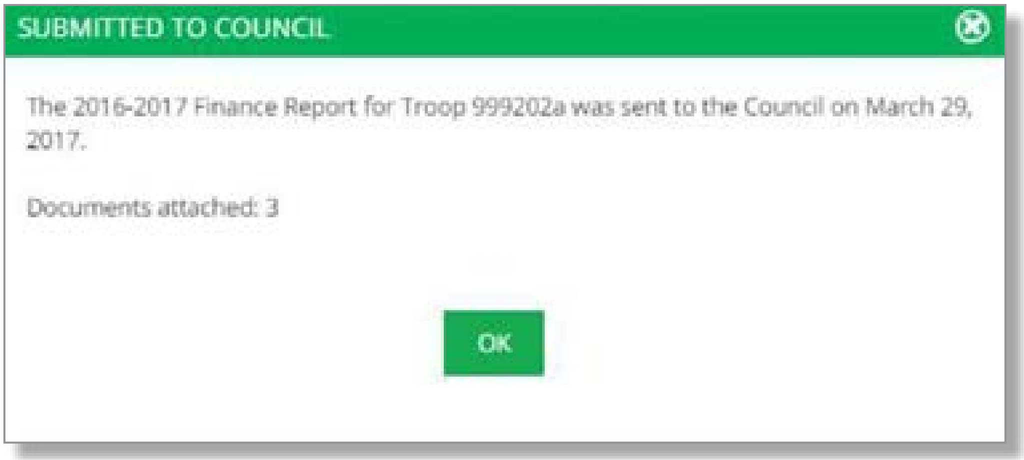
Please attach the following documents as applicable (click each item to see how to download):



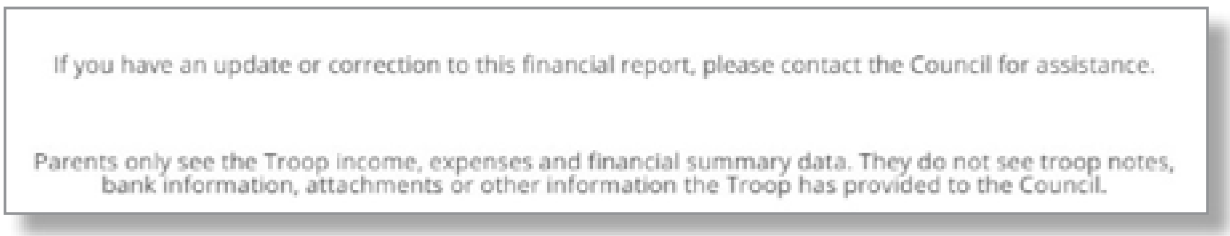
Select "Yes, submit now." You will upload:

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





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



Congrats:
You have completed your Annual Financial Report!

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