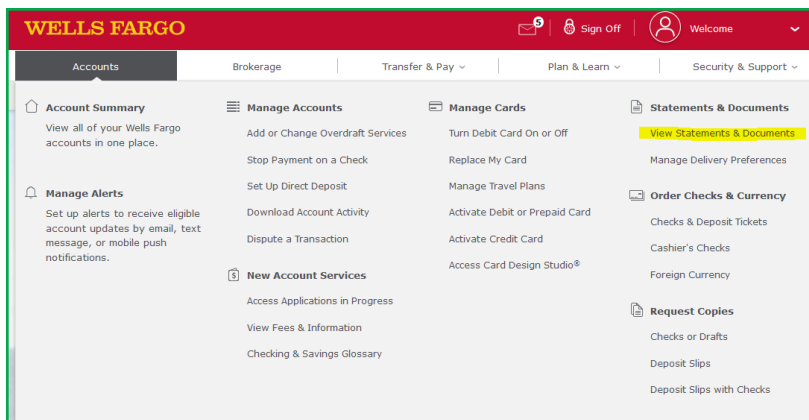


Step-by-Step Guide to Submitting a **TROOP FINANCE REPORT**

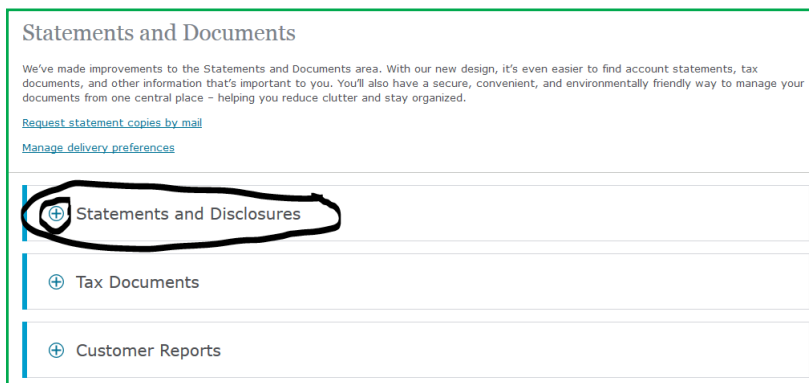
This guide is for a computer view, looking at these pages on a tablet or phone may vary. Only volunteers listed as Troop Leader for the troop have access to the Finance Tab online. If you are not a Troop Leader, please either get all of the information together and ask one of the Troop Leaders to fill out the tab or request to be a Troop Leader by emailing reghelp@girlscoutsaz.org. **If you are listed as a Troop Leader you will be required to do the training involved.**

Select an ending date for your troop finances, it should be the end of a month to match a bank statement. You will want to make sure you filled out the Detailed Cash Record with all transactions since submitting Troop Finances last year, or all transactions since your troop began for new troops.

1. Go to www.wellsfargo.com
2. Log into your Troop bank account
3. Go to Accounts – Statements and Documents – View Statements & Documents

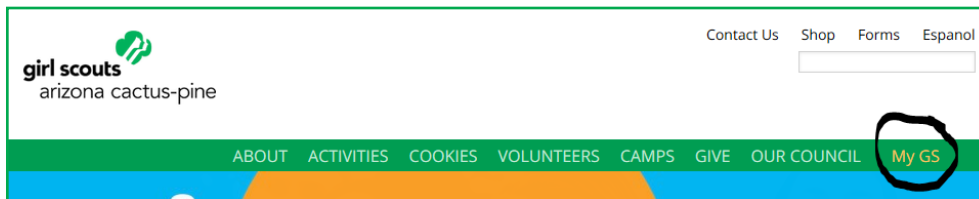


4. Expand the Statements and Disclosures section with the plus sign



5. Select the statement for the month you choose as your ending date.
6. Print a copy of this statement to be used later in these instructions. When finished save a copy for your troop records.
7. Go to www.girlscoutsaz.org

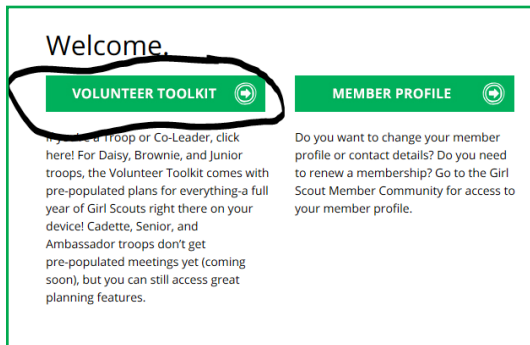
8. Click on My GS in the upper right corner of the page



9. Select Volunteer Toolkit.

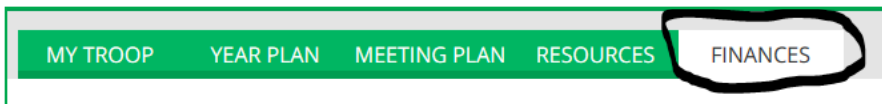
10. The Log In screen will appear, use your credentials to log into your page. If you are having trouble, or need a password reset, contact Reg Help at 602-452-7030 between 8:00AM-5:00PM Monday thru Friday, or email reghelp@girlscoutsofaz.org.

11. Select Volunteer Toolkit



12. If you have not used the Toolkit before you will need to select your troop's yearly plan in the Year Plan tab. It does not matter what you select, something just needs to be selected.

13. Go to the Finances Tab



14. If you have used the Detailed Cash Record spreadsheet you can use it to fill in all income and expenses you have made, it calculates the Income Statement tab for you to copy the totals from each category into the Finance tab. The Ending Balance total should match the ending balance on your last bank statement printed in Step 6.

Annual Troop Finance Report 2017 - 2018	
Troop #####	
INCOME	
Your updates are automatically saved but not submitted to the Council. If there is no value for an item, leave the field at 0.00	
GSUSA Membership Dues	\$ 0.00 ▼ Council Detail Money given to the troop from members to pay yearly Membership Dues to GSUSA.
Troop Dues Collected	\$ 0.00 ▼ Council Detail Money collected by the troop for troop dues.
Uniforms/Badges/ Handbooks	\$ 0.00 ▼ Council Detail Money received by the troop from members to pay for items purchased at the council shop.
Activities and Events	\$ 0.00 ▼ Council Detail Money received by the troop from members to pay for Activities and Events.
Cookie Income	\$ 0.00 ▼ Council Detail Any money received by the troop as payment for Girl Scout Cookies.
Fall Product Sale Income	\$ 0.00 ▼ Council Detail Money received by the troop as payment for Girl Scout Fall Product.

EXPENSES	
If there is no value for an item, leave the field at 0.00	
GSUSA Membership Dues	\$ 0.00 ▼ Council Detail Money paid from troop account for yearly Membership Dues to GSUSA.
Uniforms/Badges/ Handbooks	\$ 0.00 ▼ Council Detail Money paid by the troop from members to pay for items purchased at the council shop.
Activities and Events Fees	\$ 0.00 ▼ Council Detail Money paid by the troop from members to pay for Activities and Events
Supplies/Food	\$ 0.00 ▼ Council Detail Money paid by the troop from members to pay for Supplies/Food needed at meetings or activities
Equipment	\$ 0.00 ▼ Council Detail Money paid by the troop from members to purchase equipment needed for the troop tents, camping supplies, etc
Cookie Product Program Sale	\$ 0.00 ▼ Council Detail

FINANCIAL SUMMARY		
2017 - 2018		
Starting Balance	\$	0.00
Income	\$	0.00
Expenses	\$	0.00
Ending Balance	\$	0.00

[+ Add a note on the Troop's financial summary](#)

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.

- Click on the Council Detail to the right of the category for a description of each category, it is also listed in the Descriptions tab in the Detailed Cash Report spreadsheet.
- The Starting Balance is 0 for all new troops and the Ending Balance from the previous year's finance submission for all returning troops. We strongly suggest starting your new year's spreadsheet right now by typing in this year Ending Balance in the Beginning Balance section so you won't forget for next year!
- The Ending Balance should be, or at least be close to, the closing balance on your bank statement printed in Step 6.

15. Enter bank information.

Submit the Troop Finance Report by June 30, 2018

BANK INFORMATION

Checking Account *Required*

Bank Name

Branch Name

Last 4 accounts #'s

Signers on Checking Account

First Name

Last Name

[+ Add another bank account](#)

- Bank Name: Wells Fargo
- Branch Name: Wells Fargo
- Last 4 accounts #'s: Use your statement or online and fill in the last 4 numbers of your bank account number
- Signers on Checking Account: Fill in the names of any signer on your bank account. This is used to verify signers are all registered and background checked. You need 2 current registered and background check troop volunteers on your account. If you have someone who is no longer with your troop as a signer, please have them removed by using this link: <http://bit.ly/signer-change>

16. The second part that is new is the Council Notes and Questions to Troops.

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

Please list all gifts/donations received and the donors name:

[+ Your response to the council](#)

Council Note for all Troops

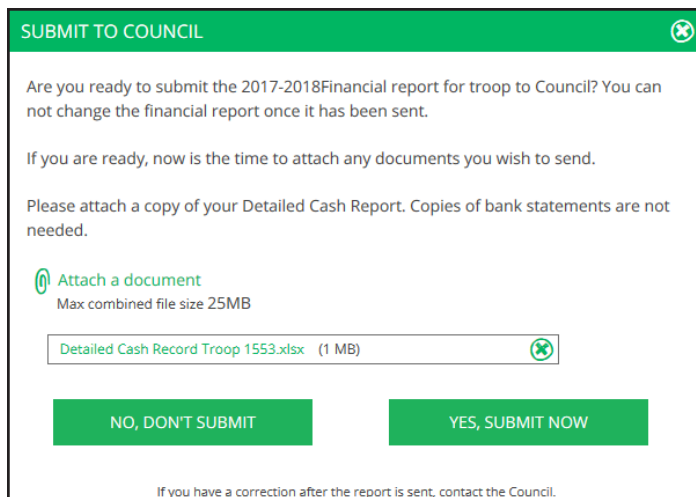
If your troop is disbanding, what is the date of your last meeting? (Note: This is the date your bank account will be closed)

[+ Your response to the council](#)

- a. First select your troop status
 - b. Troop Service Unit
 - c. Question 2: Please list all gifts/donations received and the donors name:
 - d. Question 3: If your troop is disbanding, what is the date of your last meeting? (Note: This is the date your bank account will be closed.)
17. When you are finished, select Preview Finance Report. If you see anything that needs to be corrected, select Edit Report at the top of the page



18. When you are all set, at the bottom of the page select Send to Council
19. A confirmation message will pop up to make sure you are really ready!
- a. Select Attach a document to send your filled in Detailed Cash Report. Then select Yes, Submit Now and you are all done!!!



20. Make sure to have a saved or printed copy of your bank statement and a Detailed Cash Report showing what your troop money was used for. If Council has any questions about your finance report, you will need these!

Note: If you realized you have made a mistake after you have submitted, just make your corrections and re-submit. The most recent submission will be used.