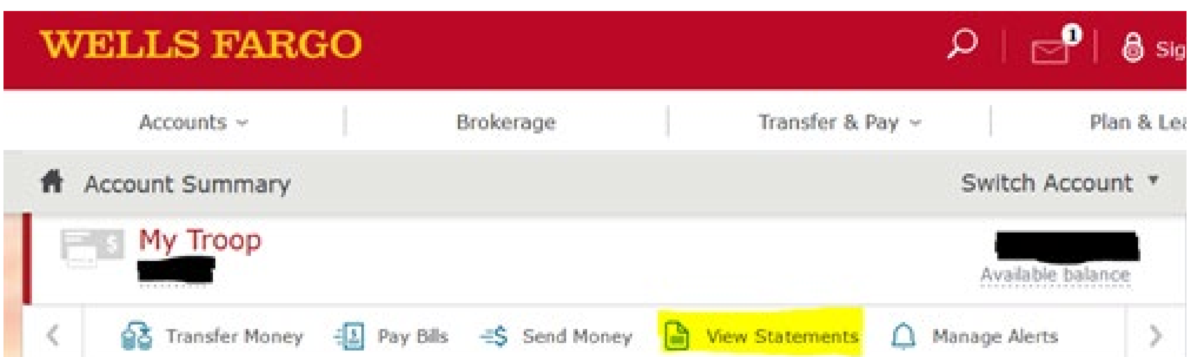
Submitting
Troop Finances

Due June 30th, you are encouraged to submit before you register for the new year, but for the early incentive register now if you cannot get your finances done before May 1st!

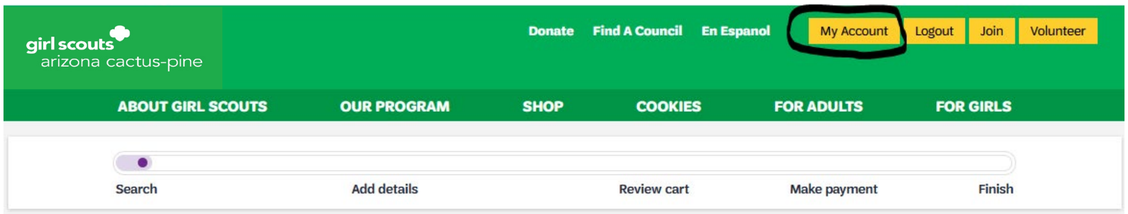
This guide is for a computer view, looking at these pages on a tablet or phone may vary. Only volunteers listed as Troop Leader for the troop have access to the Finance Tab online. If you are not a Troop Leader, please either get all of the information together and ask one of the Troop Leaders to fill 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.
First, you will want to select an ending date for your troop finances, for example March 31st, it should be the end of a month to match a bank statement.
This guide assumes you have completed the Troop Finance Report Excel spreadsheet (found in the forms library) through your chosen end date, you will need that document to complete the below steps. Please enter all transactions and deposits now before continuing, if not already completed on your spreadsheet.

1. Go to www.wellsfargo.com
2. Log into your Troop bank account
3. Select View Statements in the top menu

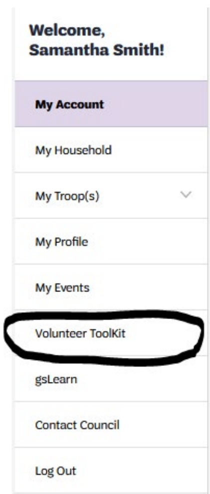


4. Select the statement for the month you choose as your ending date, if it is March 31st then it is named Statement 03/31/22.
5. Print a copy of this statement to be used later in these instructions. When finished save a copy for your troop records.
6. Go to www.girlscoutsaz.org
7. Click on My GS in the upper right corner of the page

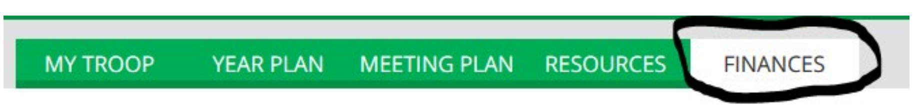
8. A new tab will open and the Log In screen will appear (this can take a little bit to pop up), use your credentials to log into your page. If you do not know your log in information, there is an option to Reset Password. If you are having trouble, contact Registration Help at 602-452-7000 between 8:00am-5:00pm Monday thru Friday for assistance.
9. Select My Account in the upper right corner



10. Select Volunteer Toolkit in the left column



11. 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.
    a. If you have not looked at this page, or it has been a while, we highly recommend you look around. All the badge guidelines can be found here now and the newer Journeys! The VTK has many awesome Year Plans and meeting outlines to choose from. You can choose from the library of pre-made Year Plans or customize your own!
12. Go to the Finances Tab

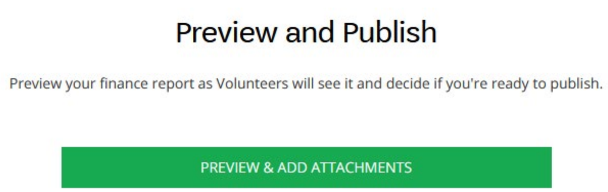


13. Open your Troop Finance Report spreadsheet, the totals you will need are automatically populated in the Income Statement tab. Use these totals to populate the fields in the Finances section online. The Ending Balance total should match the ending balance on your last bank statement printed in Step 5.
    a. 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 Troop Finance Report spreadsheet.
    b. If the category is not available just add it to the Other Expenses or Other Income field.
    c. The Starting Balance is 0 for all new troops and the Ending Balance from the previous year's finance submission for all returning troops. If you submitted your finances online last year the amount will

already be populated. ***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!***

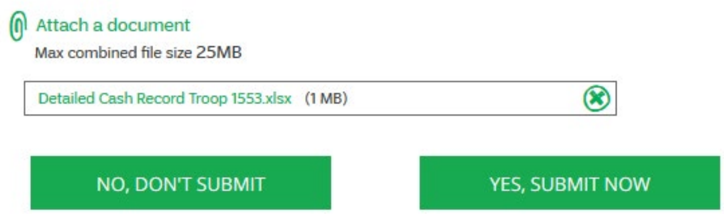
d. The Ending Balance should be, or at least be close to, the closing balance on your bank statement printed in Step 6.

14. For the Bank Information section
    a. Bank Name: Wells Fargo
    b. Branch Name: Wells Fargo
    c. Last 4 accounts #s: Use your statement or online and fill in the last 4 numbers of your bank account number.
    d. Signers on Checking Account: Fill in the names of any signer on your bank account. You only need 2 registered adults 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](https://www.cognitoforms.com/GirlScoutsArizonaCactusPine1/signerchangerequest): https://www.cognitoforms.com/GirlScoutsArizonaCactusPine1/signerchangerequest
    e. If you for some reason had more than one bank account this year, make sure to enter both account's information. For example, your account was compromised, and a new account had to set up.
15. Council Notes and Questions for Troops
    a. First select your troop status for next year.
    b. Troop Service Unit: Enter Service Unit name and number.
    c. Question 1: Please list all gifts/donations received and the donor's name:
        i. Do not do anything if none, click Your response to the council is applicable.
    d. Question 2: If your troop is disbanding, what is the date of your last meeting? (Note: This is the date your bank account will be closed)
        i. Do not do anything if none, click Your response to the council is applicable.
        ii. You need to use any funds in the account before this date for troop activities.
16. When you are finished, select PREVIEW & ADD ATTACHMENTS. If you see anything that needs to be corrected, select Edit Report at the top of the page.

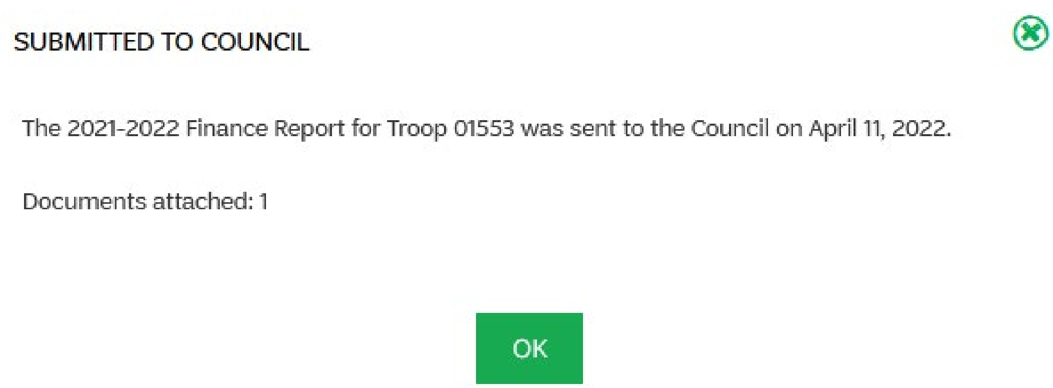


17. When you are all set, at the bottom of the page select ADD ATTACHMENTS & SEND TO COUNCIL

18. On the box that pops up, select Attach a document, locate your Troop Finance Report to attach.



19. You can now select YES, SUBMIT NOW. A message will open confirming your finances were successfully submitted. You are now all done!



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