



GSMISTS Annual Finances Report Guide for New Leaders

A finance report, including the troop's incomes and expenses, is created in the Finances Tab. The finance report should be completed by the approved, registered adult, who manages the finances of the troop. Although this can be any approved, registered adult in the troop, the Troop Leader will ultimately be responsible for the submission of this report. Your troop's October, January, and April bank statements must be uploaded to the Finances Tab. The finance report must be completed and submitted annually through the **Finances Tab by June 1st**. However, we may request statements from additional months or the entire year's statements if you are selected for an audit.

Your finance report and attached documents will be sent directly to customercare@gsmists.org and from there will be sent to your Placement Specialist for review. If you do not receive a confirmation email from customercare@gsmists.org stating a case has been made (meaning your finance report and attached documents were submitted and received) please contact Customer Care right away.

Once your Placement Specialist receives your information you will receive an email confirmation letting you know the finance report was received and is being reviewed. We encourage you to hold onto this email, along with all bank statements, deposit slips, and receipts for your troop records. Finance reports are reviewed over the summer. You will be contacted by your Placement Specialist or Community Membership Manager with any questions they may have. GSMISTS reserves the right to review troop and service unit accounts.

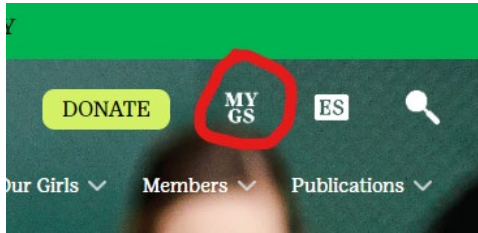
GSMISTS Guidelines for Troop Funds

- Troop Funds are to be spent on the girls in the troop within a reasonable amount of time. (Your troop may have a large balance due to the Cookie season having just ended, this is okay.) Older Girl troops may be saving towards a large troop several years down the road.
- There will be Note box in the Financial Summary section to share plans for the money for the 2025 membership year.

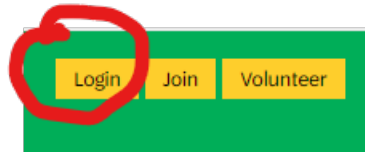
- Please indicate how funds will be use during the upcoming months and membership year. (Good use of troop funds to spend money include badges, membership renewal, uniform

To access the Volunteer Toolkit Finance Report

- Go to our website: www.gsmists.org.



- Click on MYGS.



- Click LOG-IN.

Welcome to Girl Scouts,

Log In!

Email address

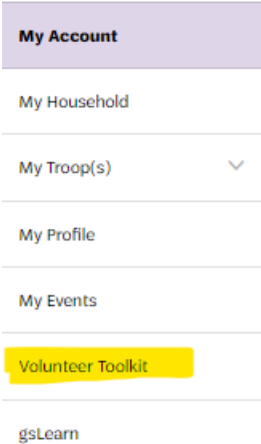
Password

Remember me [Forgot password?](#)

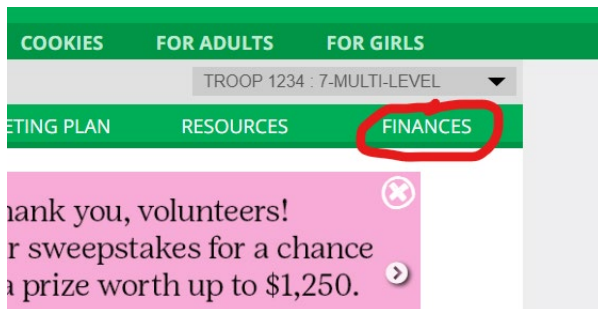
[Don't have an account? Sign up now](#)

- Log In using your credentials you created when you registered as a Girl Scout member.
-

**Welcome,
Andrea Hornby!**



- On the left-hand side of your dashboard, you will see a vertical list of options.
- Click on VOLUNTEER TOOLKIT.



- You will be on the dashboard of the Volunteer Toolkit.
- Click on the FINANCES button.

Annual Troop Finance Report 2023 - 2024

Troop 1234

GSMISTS Guidelines for Troop Funds

Troop Funds are to be spent on the girls in the troop within a reasonable amount of time. (Your troop may have a large balance due to the Cookie season having just ended, this is okay.) Older Girl troops may be saving towards a large troop several years down the road.

There will be Note box in the Financial Summary section to share plans for the money for the 25 membership year.

- You have arrived at your Troop Finance Report.
- Double check that you see your troop number listed.

Income Section

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

INCOME LAST UPDATE

Annual Girl Scout Membership Fee	\$ 0.00	► Council Detail
Troop Dues	\$ 0.00	► Council Detail
Fall Product Program	\$ 0.00	► Council Detail
Cookie Program	\$ 0.00	► Council Detail
Trips, and Events	\$ 0.00	► Council Detail
Misc.	\$ 0.00	► Council Detail
Total Income	\$ 0.00	

- There is not a SAVE button for the Finance Report, Volunteer Toolkit (VTK) will automatically save your work.
- COUNCIL DETAIL: Click on the drop-down arrow to read a description for each category.
- You will enter the total amount of money the troop brought in for both Fall Product Program and Cookies.

 Remove Note

 250 characters

- You will find a NOTE box at the end of each section.
- This is where you will share anything you want us to know about the income section. (You are limited to 250 characters.)

Expense Section

EXPENSES


If there is no value for an item, leave the field at 0.00

EXPENSES LAST UPDATE

Annual Girl Scout Membership Fee	\$ <input type="text" value="0.00"/>	▶ Council Detail
Fall Product Program	\$ <input type="text" value="0.00"/>	▶ Council Detail
Cookie Program	\$ <input type="text" value="0.00"/>	▶ Council Detail
Higher Awards	\$ <input type="text" value="0.00"/>	▶ Council Detail
Trips, Events and Activities	\$ <input type="text" value="0.00"/>	▶ Council Detail
	\$ <input type="text" value="0.00"/>	
Misc.	\$ <input type="text" value="0.00"/>	▶ Council Detail
Total Expenses	\$ <input type="text" value="0.00"/>	

- **COUNCIL DETAIL:** Click on the drop-down arrow to read a description for each category.
 - You will enter the amount of money that Council swept from your bank account for both Fall Product Program and Cookies.
 - You only need to enter ONE amount in the TRIPS, EVENTS and ACTIVITIES box. The second box is a glitch.
-

 Remove Note

250 chactacters

- You will find a NOTE box at the end of each section.
- This is where you will share anything you want us to know about the income section. (You are limited to 250 characters.)



Financial Summary Section

FINANCIAL SUMMARY

LAST UPDATE
04/04/2024, 12:01:01 PM
ANDREA HORNBY

2023 - 2024

Starting Balance	\$	0.00
Income	\$	0.00
Expenses	\$	0.00
Ending Balance	\$	0.00

From the Council

GSMISTS Guidelines Cont. (See top of page for more GSMISTS Guidelines.) Please indicate how funds will be use during the upcoming months and membership year. (Good use of troop funds to spend money include: badges, membership renewal, uniform

- Because you are a new troop your starting balance will be 0.00.



From the Council

GSMISTS Guidelines Cont. (See top of page for more GSMISTS Guidelines.) Please indicate how funds will be use during the upcoming months and membership year. (Good use of troop funds to spend money include: badges, membership renewal, uniform

 Remove Note

250 chactacters

- Due to the time of the year GSMISTS cookie sales end and when Finance Reports are due it is very likely troops will have a large balance. This is okay.
- The note box at the end of the Financial Summary section is where you will note your plans of how the troop will spend down the money throughout the summer and upcoming membership year.

Great Use of Troop Funds

- Paying for girls and leaders membership renewals.
- Purchasing uniform pieces.
- Purchasing badges.
- Activities and events you have planned or are planning.

Bank Information

Submit the Troop Finance Report by June 1, 2024

BANK INFORMATION

Checking Account *Required* LAST UPDATE

Bank Name

Branch Name

Last 4 account #s

Signers on Checking Account

Signer 1 First Name

Signer 1 Last Name

Signer 2 First Name

Signer 2 Last Name

- Enter the Bank Name.
 - You will need to enter something in the 2nd Branch Name window, or you will not be able to move to the next page.
 - If you do not know the Branch Name, just enter the bank name a second time.
-

Council Notes and Questions Section

COUNCIL NOTES AND QUESTIONS FOR TROOPS

Troop Status Required

LAST UPDATE
04/04/2024, 2:04:58 PM
ANDREA HORNBY

What is the status of Troop ambassador pretend 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

Troop Disbanding? Use link below to complete the form.

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.gsmists.org/content/dam/gsmists-redesign/documents/volunteer-essentials/Disbanding-Merging-Troop-Notification.pdf>

- You are required to complete this section.
- If you do not know your Service Unit Name or Number use the city you live in and a random 3 numbers.



Council Note for all Troops

Troop Disbanding? Use link below to complete the form.

[chrome-extension://efaldnbmnnibpcajpcgiciefndmka/https://www.gsmists.org/content/dam/gsmists:redesign/documents/volunteer-essentials/Disbanding-Merging-Troop-Notification.pdf](chrome-extension://efaldnbmnnibpcajpcgiciefndmka/https://www.gsmists.org/content/dam/gsmists/redesign/documents/volunteer-essentials/Disbanding-Merging-Troop-Notification.pdf)

Troop Response

 Remove Note

yes



247 characters

Council Note for all Troops

You will need to attach the following months bank statements:

October
January
April

Troop Response

 Remove Note

yes



247 characters

- These two sections will have to be completed before you can move to the next page.
- You can type yes, or a few letters, you are not answering anything, the note box needs to have something included in it.



Preview and Publish

Preview your finance report as volunteers will see it.

PREVIEW & ADD ATTACHMENTS

LAST UPDATE 04/04/2024, 2:16 PM

- Click **PREVIEW AND ADD ATTACHEMENTS**.
- You will be taken to the beginning of the finance report. Review the entries you have made to see if any changes need to be made.



Send report to Council: Due June 1, 2024

Person who is sending the report

Name	Andrea Hornby
Troop	Ambassador Pretend Troop
Report Sent	April 4, 2024



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 "Add Attachments & Send to Council"

ADD ATTACHMENTS & SEND TO COUNCIL

Your information is safe 

- Click ADD ATTACHMENTS & SEND TO COUNCIL.
- You will want to save October, January, and April bank statements to your computer so you can attach them.



SUBMIT TO COUNCIL

Are you ready to submit the 2023-2024 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.

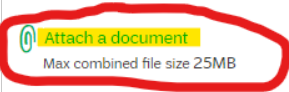
Once all your files are added, if it exceeds the 25mb maximum, please use the link below to convert all attachments to a zip file. This will compress multiple files to a smaller attachment. If the combined file still exceeds 25mb, please save your report and contact your council for further instructions. You will not be able to submit if attachments exceed 25mb.

You will need to attach the following months bank statements:

October

January

April



NO, DON'T SUBMIT


YES, SUBMIT NOW


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


- Click on the ATTACH A DOCUMENT paperclip, highlighted in green.



Name


 April Bank Statement




 January Bank Statement

 October Bank Statement

- Find where you have saved the bank statements and attach statements.
- Note: You will have to attach the bank statements individually.







 Attach a document
Max combined file size 25MB

April Bank Statement.docx (19.3 K)	
January Bank Statement.docx (19.3 K)	
October Bank Statement.docx (19.3 K)	

- Confirm you have attached the designated months to the finance report.

NOTE: If you do not have April or January statements because your bank account was not opened do not worry. Click the DO NOT SUBMIT button. Scroll up to the TROOP RESPONSE box and type in why you are not including designated months.

 Attach a document
Max combined file size 25MB

April Bank Statement.docx (19.3 K)	
January Bank Statement.docx (19.3 K)	
October Bank Statement.docx (19.3 K)	

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

- Click YES, SUBMIT NOW.
-

SUBMITTED TO COUNCIL



The 2023-2024 Finance Report for Troop ambassador pretend troop was sent to the Council on April 4, 2024.

Documents attached: 3

OK

- Once your finance report has been submitted successfully you should read the above message.
- You should return to the Troop Finance tab page and see the below message.

MEMBERSHIP YEAR: 2023 -2024 Finance form SUBMITTED ▼



Thank you

Thank you for submitting your Troop's financial report along with the 3 document(s) that were attached. It was sent on 04/04/2024, 2:43 PM by Hornby Andrea, Service Unit - Traverse City