



GSMISTS Annual Finances Report Guide for New Leaders

A finance report, including the troop's incomes and expenses, is created in the Finances Tab of the Volunteer Toolkit. 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 in the Volunteer Toolkit 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 for 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 2026 membership year.

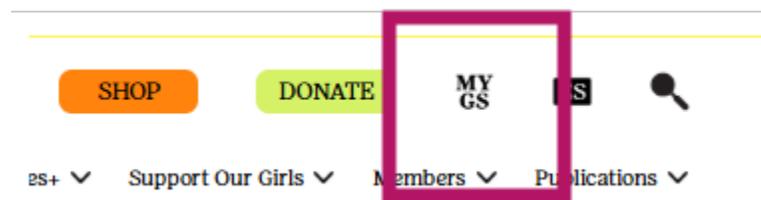
- Please indicate how funds will be used during the upcoming months and membership year. (Good use of troop funds to spend money include badges, membership renewal, uniform)

NOTES:

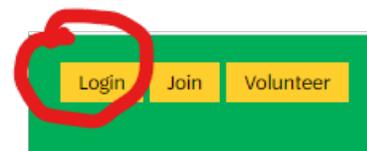
- If you are a new leader and started April 1, 2025, you are not expected to turn a finance report in until June 2026.
- BANK STATEMENTS: If your Finance Report will not submit, try removing the attached bank statements and clicking the SUBMIT button again.
- If you submit your finance without bank statements attached, immediately email your Placement Specialist October, January and April statements.
- SUBJECT LINE should SAY: Troop XXXX Bank Statements for Finance Report.

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

hornbyam@hotmail.com

Password

.....

Remember me

[Forgot password?](#)

LOG IN

[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!

My Account

My Household

My Troop(s)

My Profile

My Events

Volunteer Toolkit

gsLearn

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

COOKIES FOR ADULTS FOR GIRLS

TROOP 1234 : 7-MULTI-LEVEL

ETING PLAN RESOURCES FINANCES

Thank you, volunteers!
For sweepstakes for a chance
to win a prize worth up to \$1,250.

- You will be on the dashboard of the Volunteer Toolkit.

- Click on the FINANCES button.

Annual Troop Finance Report 2024 - 2025

Troop #####

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 2026 membership year.

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

Income Section

ADD NEW SCREENSHOT

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

Troop Dues

\$ 0.00

▼ Council Detail

Money that is collected to help cover the costs of; troop supplies, snacks, , badges, etc. This money is deposited into the troop bank account

Fall Treats and Reads

\$ 0.00

▼ Council Detail

This is the total amount of sales from your Troop Balance Summary report in M2-Media. You still have access to M2Media, please login to find this total.

Cookie Program

\$ 0.00

▼ Council Detail

This is TOTAL COOKIE SALES. Find this amount in the financial summary located on your Smart Cookie dashboard, listed under TOTAL SALES.

Activities, Events, and Trips

\$ 0.00

▼ Council Detail

Money collected to pay for events, activities, and/or trips. (Examples include Service Unit activities, GSMISTS activities, museums, farms, orchards, donations, overnights, day trips, etc.)

- 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.
- Fall Treats and Reads:
 - Enter the TOTAL SALES for Fall Treats and Reads.
 - This is the total amount of sales from your Troop Balance Summary report in M2-Media.
- Cookies:
 - Enter the TOTAL SALES for cookies.
 - Find this amount in the financial summary located on your Smart Cookie dashboard, listed under TOTAL SALES.

✕ Remove Note

↻
250 characters

↑

Caregivers 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.

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

Expense Section

- COUNCIL DETAIL: Click on the drop-down arrow to read a description for each category.
- Fall Treats and Reads:
 - This is the amount due to GSMISTS.
 - Find this amount use the Troop Balance Summery from M2Media.
- Cookies:
 - This is the amount due to GSMISTS.
 - Find this amount in the financial summary located on your Smart Cookie dashboard, listed under COUNCIL PROCEEDS.

 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 expense 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 you may have a starting balance of \$0.00.
- If you have taken over an established troop with an existing bank, use the bank statement balance from the month you started.

 Add a note on the Troop's financial summary

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



Caregivers 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.

- 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.
- Click on the + Add a note on the Troop's Financial summary.
- Use the NOTE box at the end of the Financial Summary to share 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 <i>Required</i>	LAST UPDATE
Bank Name	<input type="text"/>
Branch Name	<input type="text"/>
Last 4 account #s	<input type="text"/>
Signers on Checking Account	
Signer 1 First Name	<input type="text"/>
Signer 1 Last Name	<input type="text"/>
Signer 2 First Name	<input type="text"/>
Signer 2 Last Name	<input type="text"/>

- Enter the Bank Name.
- Enter the bank address into the second window named Bank Name.

Council Notes and Questions Section

COUNCIL NOTES AND QUESTIONS FOR TROOPS	
Troop Status <i>Required</i>	LAST UPDATE 04/17/2025, 4:01:26 PM ANDREA HORNBY
What is the status of Troop staff test troop for the next membership year?	
<input type="radio"/> Returning	<input type="radio"/> Merge With Another Troop
<input type="radio"/> Disbanding	<input type="radio"/> Not Sure
Troop Service Unit	
Service Unit Name	Number
<input type="text"/>	<input type="text"/>



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

Troop Response

 Your response to the council
Required

Troop Response

 Remove Note

NA

- If your troop is disbanding and the link does not work, please connect with your Community Membership Manager.
- Troop Response will have to be completed before you can move to the next page.
- Since you have already answered this question above, please put NA in the required Troop Response.

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, 2025

Person who is sending the report

Name	Andrea Hornby
Troop	Daisy Pretend Troop
Report Sent	April 18, 2025



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

 **Attach a document**
Max combined file size 25MB

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 message below.

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