



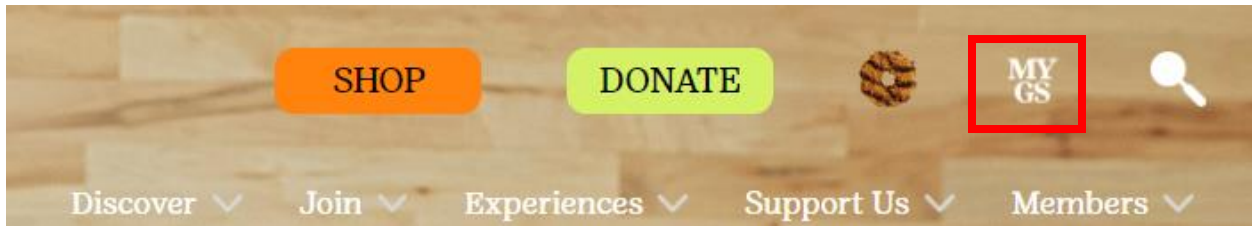
## Annual Troop Finance Report Submission Instructions

You will submit your Annual Troop Finance Report through the Finance tab in the Volunteer Toolkit. It is due on **June 30, 2023**.

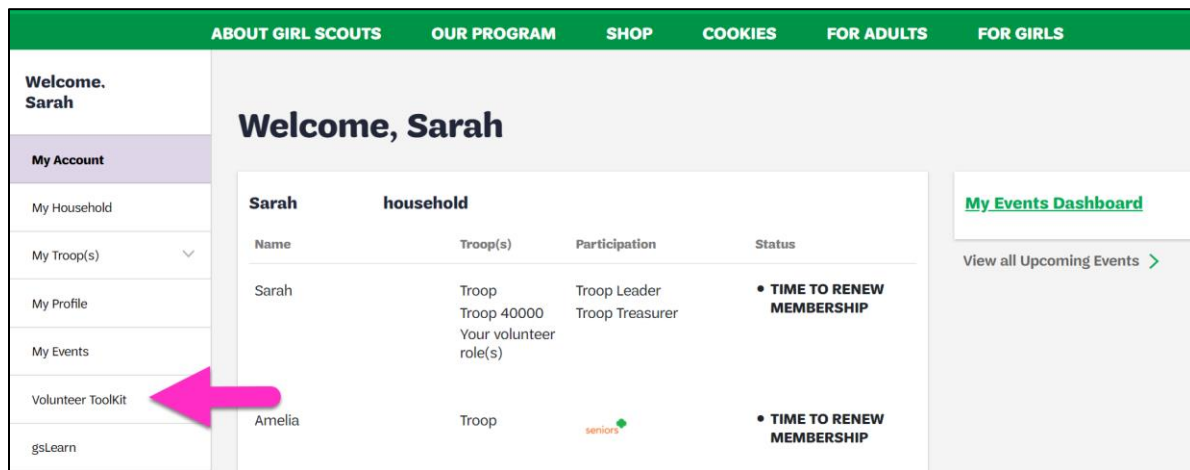
Please use your September 2022, December 2022, March 2023, and May 2023 bank statements to complete your finance report.

Follow these instructions to complete your Annual Troop Finance Report. If you need help logging in, please contact Customer Care at (800) 922-2770 or [customercare@gsofct.org](mailto:customercare@gsofct.org).

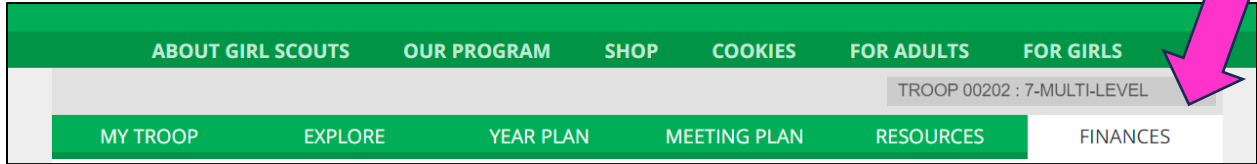
**Step 1:** Navigate to the [GSOFACT](https://www.gsofct.org) webpage, click on MY GS.



**Step 2:** Log in to My Account, then click Volunteer Toolkit on the left side.



**Step 3:** Choose the Finances tab.



Check out our “Helpful Links” on right side for additional resources to help you complete your report.



**Step 4:** Input your troop’s income and expenses in the designated sections. If your troop is new and there is no income or expenses, make sure “0.00” is entered in all appropriate fields. Click on the green triangle to expand the line item for details.

**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 Annual Registration Fees	\$ <input type="text" value="0.00"/>	▼	Council Detail
			GSUSA Annual Membership Fee per girl and/or adult - \$25
GSOFCCT Council Service Fees	\$ <input type="text" value="0.00"/>	▶	Council Detail
Financial Assistance	\$ <input type="text" value="0.00"/>	▶	Council Detail

Helpful tip: the data you enter will be saved, so you can start your Annual Troop Finance Report and come back later to finish it!



Click the “+” sign at the bottom of the income and/or expenses section to add a note, if applicable. For example, if you entered a value in the “other income” or “other expenses” boxes please explain briefly.

Gross Income	\$	0.00	<a href="#">▶ Council Detail</a>
Other Income	\$	0.00	<a href="#">▶ Council Detail</a>
Total Income	\$	<b>0.00</b>	
<a href="#">+ Add a note on Troop INCOME (optional)</a>			

**Step 5:** In the Financial Summary section input your troop’s starting balance, which should match last year’s Annual Troop Finance Report ending balance. If new this year, your starting balance will be zero.

FINANCIAL SUMMARY		
2022 - 2023		
Starting Balance	\$	1,320.00
Income	\$	0.00
Expenses	\$	0.00
<b>Ending Balance</b>	<b>\$</b>	<b>1,320.00</b>

This form will automatically calculate your income and expenses based on the amounts you entered in the sections above.

**Step 6:** Next, complete the “Bank Information” and the “Council Notes and Questions for Troops” sections. You must input a value for all sections that say “Required.” If a question does not apply, type “N/A” in the box.



To add a note, click "+." Your response is limited to 250 characters.

A screenshot of a form interface. It lists several sections: "Council Note for all Troops", "Finance Report Start Date (last year's ending report date)", "Troop Response", and a green plus sign icon followed by the text "Your response to the council" and "Required" in red. A pink arrow points to the plus sign icon.

**Step 7:** After completing all the fields, when you're ready, click "Preview & Add Attachments" button at the bottom of the report.

A screenshot of a "Preview and Publish" screen. The title "Preview and Publish" is centered at the top. Below it is the subtitle "Preview your finance report as volunteers will see it." At the bottom center is a large green button with the text "PREVIEW & ADD ATTACHMENTS" in white. Below the button, it says "LAST UPDATE 06/07/2023, 4:15 PM".


**Step 8:** Please carefully review your report because once submitted you cannot change it. You must complete all required sections before submitting. If you need to change an entry, click the green "Edit Report" button near the top of the page.

**Step 9:** Once all your edits are done and you are ready to submit, click "Add Attachments and Send to Council" button shown below. Any documents you wish to send can be attached to your report at this point. Attach 4 bank statements – September 2022, December 2022, March 2023, and May 2023.


## Send report to Council: Due June 30, 2023

Person who is sending the report


Name	JoAnn
Troop	Troop 00202
Report Sent	June 7, 2023

 **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 

**Step 9:** Once you attach all documents, click the green "Yes, Submit Now" button.

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.

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

NO, DON'T SUBMIT

YES, SUBMIT NOW

Your report is complete! You will receive a confirmation email with a copy of your responses.

If you discover an error after submitting your report, please contact Customer Care at (800) 922-2770 or [customercare@gsofct.org](mailto:customercare@gsofct.org).