



## Annual Troop Finance Report Submission Instructions

Troop volunteers must submit the Annual Troop Finance Report through the Finances tab in the Volunteer Toolkit. It is due by **June 30, 2025**.

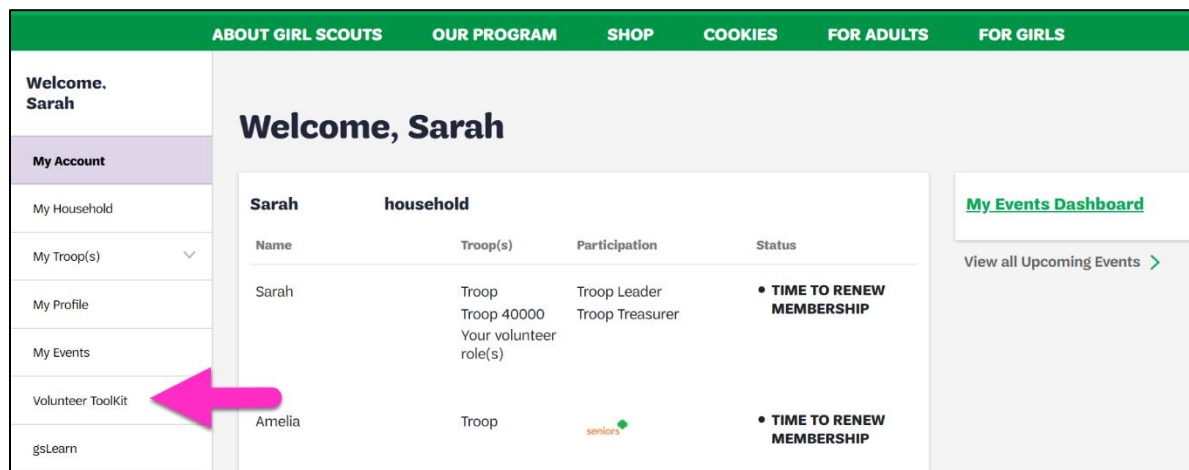
Please use the September 2024, December 2024, March 2025, and May 2025 bank statements to complete your troop finance report. Attach a copy of each statement before submitting.

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

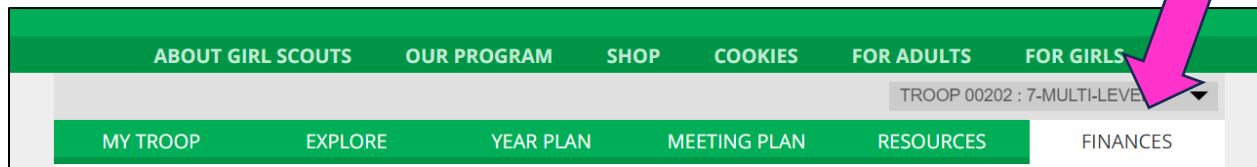
**Step 1:** Navigate to the [GSOFACT](https://www.gsofct.org) webpage, click on MY GS.



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



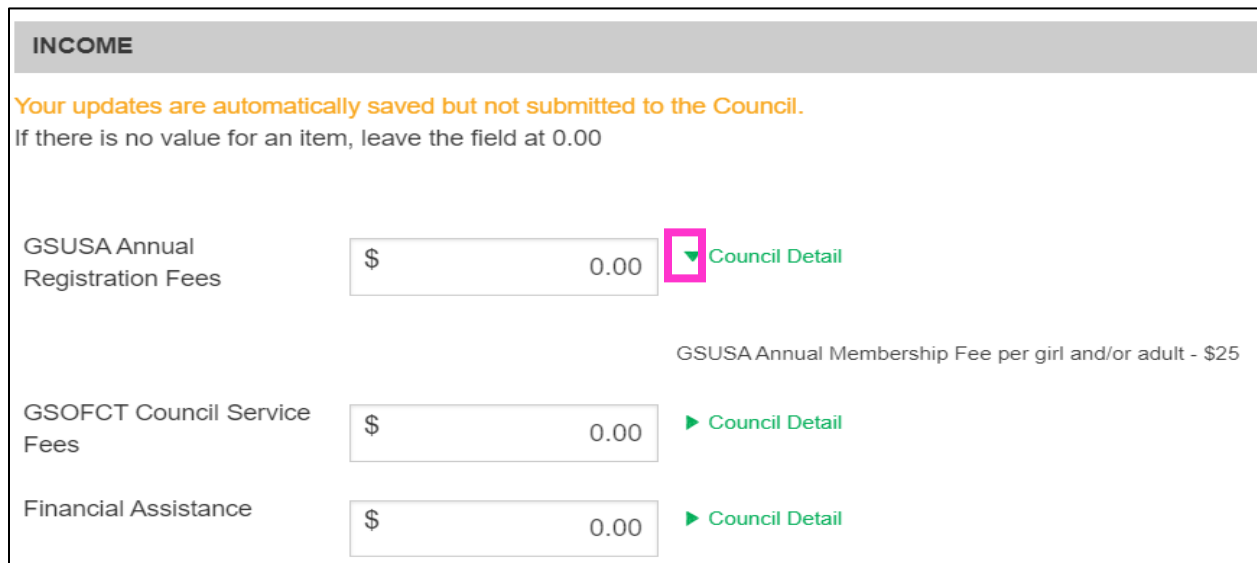
**Step 3:** Choose the Finances tab.



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.



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	\$ 0.00	
<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	
2024-2025	
Starting Balance	\$ 1,320.00
Income	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 1,320.00

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.

Council Note for all Troops

Finance Report Start Date (last year's ending report date)

Troop Response

 Your response to the council

Required

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

## Preview and Publish

Preview your finance report as volunteers will see it.

PREVIEW & ADD ATTACHMENTS

LAST UPDATE 05/22/2024, 2:30 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 2024, December 2024, March 2025, and May 2025.

## Send report to Council: Due June 30, 2025

Person who is sending the report

Name	Sarah
Troop	Troop 00202
Report Sent	April 15, 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 

**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).