

Annual Finance Report

Troops and service units are required to complete the Annual Finance Report each year by June 15. The report must include a copy of the current year May bank statement and the check register. Make completing your group's Annual Finance Report quick and easy with these three simple steps:

- 1. Download and use the Girl Scouts Dakota Horizons (GSDH) recommended Check Register to track group funds all year long.
 - a. Check Register workbook for the current reporting period (June of last year May of this year) can be found on the website.
 - b. Check Register workbook for the next reporting period (June of this year May of next year) will be updated and released around July 1.
- 2. Reconcile your check register to your bank statement each time a bank statement is produced.
- 3. After you reconcile your check register with the May dated bank statement, use the Annual Finance Report Guide tab in the GSDH Check Register to complete the Annual Finance Report.

Troops

Troop co-leaders and troop treasurers can access the VTK through MyGS to submit the report.

Service Units

Submit the Annual Service Unit Finance Report via online form. Link can be found under Service Unit Resources.

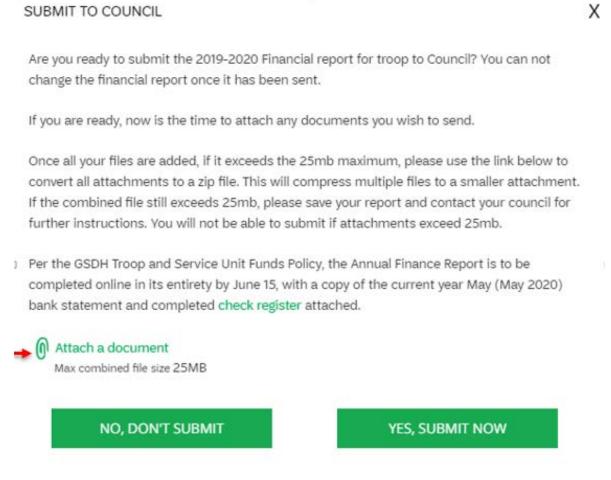
VTK Troop Finance Report Submission Tips—The following are commonly overlooked items when submitting the Annual Troop Finance Report via the VTK.

If the Ending Balance exceeds \$400 a general explanation of how the troop plans to spend their funds needs to be provided. Here is where a troop would enter their explanation.

FINANCIAL SUMMARY LAST LIP 2020 - 2021 Starting Balance 0.00 Income 0.00 Expenses 0.00 **Ending Balance** 0.00 The Board of Directors recognizes the need to maintain nominal account balances to fund day-to-day activities for girls and adults. If your account

balance exceeds \$400 an explanation of how the troop plans to spend their funds needs to be provided.

• A copy of the current year May bank statement and completed check register is to be attached to the Annual Finance Report. Here is where a troop would attach their documents. If you don't have an electronic copy of the May bank statement to attached to the report, scan or take a picture of it.



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

- The VTK is used by volunteers throughout the nation and most councils require finance reports in June. Submitting your report early can help avoid issues that may occur during heavy use times.
- The VTK does not work on Internet Explorer. Google Chrome is the preferred browser.

If you have any questions please contact Member Services at 800.666.2141 or help@gsdakotahorizons.org