

**Just
-in-
Time**

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 UPI

2020 - 2021

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

From the Council

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.

 [Add a note on the Troop's financial summary](#)

- 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.


SUBMIT TO COUNCIL X

Are you ready to submit the 2019-2020 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.

Per the GSDH Troop and Service Unit Funds Policy, the Annual Finance Report is to be completed online in its entirety by June 15, with a copy of the current year May (May 2020) bank statement and completed [check register](#) attached.

 **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.

- 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