

### **Training Includes:**

- Accessing the Finance tab in the Volunteer Toolkit
- Step-by-step overview
- Inputting income and expenses
- Submitting the annual Troop Financial Activity Report (TFAR)

# **Troop Financial Activity Report Training**

# Finance Reporting

Troops will submit a yearly Troop Financial Activity Report (TFAR) using the Volunteer Toolkit. It requires submission of the May bank statement.

Your troop funds belong to all the Girl Scouts in the troop. As the steward of these funds, accountability is a mandatory function of those volunteers responsible for the troop.

Troops that do not comply by the deadline will be contacted by the council with the potential for troop bank account review and/or volunteer positions suspension.

## Year-End Balances

To provide a positive Girl Scout program for our girls, our guidelines strongly encourage a troop to spend down funds within the year the funds are earned.

Should a troop intend to save their funds for an upcoming trip or event, the annual Troop Financial Activity Report requests a notation regarding the purpose for carrying over a balance in excess of \$1000.

## Fast Facts

- The TFAR Submission window opens June 1<sup>st</sup>
- Every troop is REQUIRED to submit a TFAR
- The online submission process is accessed through the VTK
- Troop Treasurers can update balances as the year progresses as well as edit bank account details
- Council does not have access to view your VTK
- Line items will not be calculated until the final summary
- GSUSA will send you a copy of your TFAR for your records after submission

## Using This Training

The following pages outline the step-by-step process for accessing and submitting the TFAR. If you have any questions, please contact Customer Care at 1-888-837-6410.

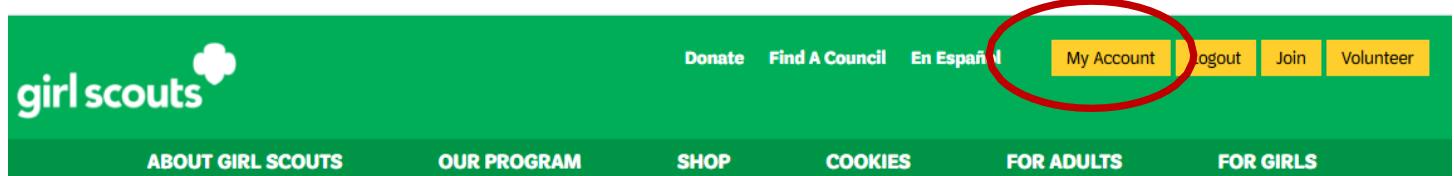
# TFAR Submission Overview

1. Go to [GSWNY.org](http://GSWNY.org) and click the MYGS/VTK tab. You can also [access your account here](#).

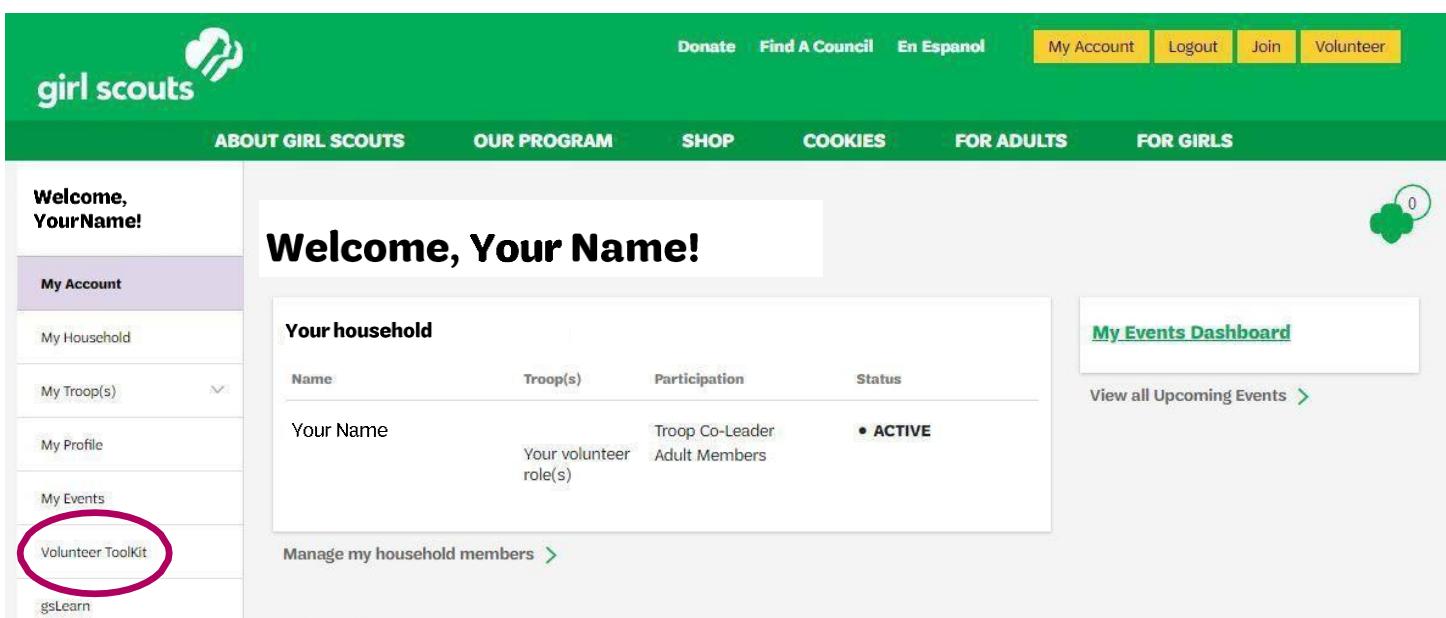
Your username is the email address we have on record. If you can't remember your password, click "Forgot Password" to have it reset. Still can't get in? Reach out to Customer Care at 1-888-837-6410 or [customercare@gswny.org](mailto:customercare@gswny.org).



2. Once you are logged in, select My Account at the top of the page.



3. On the left hand side of the page, you will see a vertical menu listing information about your account. The TFAR is completed within the Volunteer Toolkit (VTK), so click this option to continue.



4. After you're in the VTK, you'll notice the menu bar is organized by tabs, similar to the GSWNY homepage. Click the Finances tab to access the TFAR.



Welcome to the TFAR! The beginning of the report provides a few updates. If you need additional help, you can click the lightbulb for Financial Tips & Information.



The Light Bulb will take you to the Financial Tips & Information screen with resource links.

## 5. Now it is time to enter in your troop's annual income in the provided categories.

You can click the circle+ sign Add a note to explain "Other" income.

The Last Update time stamp will update automatically (the form is auto-saved). **DO NOT enter any special characters, such as commas, in the income fields.**

**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

Total Gross Income 2021 Fall Sale	\$ 0.00
Total Gross Income 2022 Cookie Sale	\$ 0.00
Troop Dues	\$ 0.00
GSUSA Membership Registration	\$ 0.00
Fees for Events & Activities	\$ 0.00
Donations/Sponsorships	\$ 0.00
Additional Money Earning Projects	\$ 0.00
Other Income	\$ 0.00
<a href="#">▼ Council Detail</a>	
Total Income	\$ 0.00

[Add a note on Troop INCOME \(optional\)](#)

## 6. Next on the report is where you enter your purchases. Enter in your troop's annual expenses in the provided categories.

Cheddar Up is the online payment platform troops may offer their parents to use to pay for field trips, supplies, dues, etc. (Cheddar Up is not to be used as a point of sale platform or for our product sales programs). A small fee is charged to the parent for using Cheddar Up (i.e. .45 cents per e-check). The troop may choose to absorb these fees.

You can click the circle+ sign Add a note to explain "Other" income.

The Last Update time stamp will update automatically (the form is auto-saved). **DO NOT enter any special characters, such as commas, in the income fields.**

**EXPENSES**

If there is no value for an item, leave the field at 0.00

Total Paid to GSWNY 2021 Fall Sale	\$ 0.00
TU Paid to GSWNY 2022 Cookies Sales	\$ 0.00
Troop Meeting Costs	\$ 0.00
<a href="#">▼ Council Detail</a>	
Include crafts, program supplies, refreshments, PPC and clearing supplies, etc.	
Field Trip/Event Costs	\$ 0.00
Camping Trip Costs	\$ 0.00
Service Projects Costs	\$ 0.00
GSUSA Membership Registration Fee	\$ 0.00
Pins, Badges, Patches and Books	\$ 0.00
Optional Parent Cheddar Up Fee	\$ 0.00
<a href="#">▼ Council Detail</a>	
Troops offering Cheddar Up as an online parent payment platform may absorb the fees the parents incur (.45 cents per e-check) to utilize Cheddar Up to pay for activities, badges and GS gear.	
Other Expenses - Explain Below	\$ 0.00
Total Expenses	\$ 0.00

[Add a note on Troop EXPENSES \(optional\)](#)

6. You've reached the Financial Summary! For troops who submitted their TFAR through the VTK Finance tab, your ending balance will automatically populate here.

If the troop has a financial goal (a trip or event), please enter a note here to the council.

The TFAR is designed to be a "snapshot in time."

#### FINANCIAL SUMMARY

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

From the Council

 Add a note on the Troop's financial summary

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.

7. Enter in your troop banking account information, as well as signers on your account.

Add the names of the Troop Treasurer and Co-Leader listed as signers on your troop bank account.

GSUSA provides us with the TFAR format that you see, only some portions are adaptable to our council. GSWNY allows only one bank account per troop. Please disregard this option.

BANK INFORMATION	
Checking Account Required	
Bank Name:	<input type="text"/>
Branch Name:	<input type="text"/>
Last 4 accounts #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"/>
 Add another bank account	

7. To help us with our record keeping, we are looking ahead for your plans for your troop next year. Indicate your troop's status for next year by selecting the appropriate button here, as well as enter your Service Unit name & number if you know it.

If your troop is closing, the link has been provided here and also in the T-AR Resources Lightbulb to access the Troop Closure Form.

FYI—this section of the TFAR is written by GSUSA and we cannot adjust the wording. Troops close for reasons in addition to merge or disband (Age-Out). The required [GSWNY Troop Closure Form](#) provides for these variables.



Before you hit submit, check your calendar! If today's date doesn't fall within the indicated submission window, do not hit submit. If it does fall during the annual TFAR submission time frame, please proceed.

8. It's time to preview and attach your bank statement. Preview mode is the last stop before you submit the report. Be sure to check that all the information is correct. Click the Edit Report button at any time to return to editing mode to make changes.

Follow instructions built into the report for attaching your APRIL Troop Account Bank Statement, and then submit Completed TFAR. **Once you submit, you cannot change the finance report information.**

#### COUNCIL NOTES AND QUESTIONS FOR TROOPS

##### Troop Status Required

What is the status of Troop ##### for the next membership year?

Returning

Merge With Another Troop

Disbanding

Not Sure

##### Troop Service Unit

Service Unit Name

Number

##### Council Note for all Troops

If your troop is closing (merging, aging out etc.) the Troop Closure Form is a check-list to help you complete this process: <https://www.gswny.org/content/dam/girlscouts-gswny/documents/Troop%20Closure%20Form.pdf>

##### Council Note for all Troops

We encourage you to use the Finance Tab for ongoing troop expenses and income, but do not hit submit until the month submission window between May 1- June 1. Summary calculations are embedded, using total balances you have entered in each field.

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#### Preview and Publish

Preview your finance report as Volunteers will see it and decide if you're ready to publish.

**PREVIEW & ADD ATTACHMENTS**

LAST UPDATE

# After You Submit

You will receive an email from GSUSA with a copy of your T-FAR and your attachment for your Troop records.

Forgot to attach your Bank Statement containing the balance on 4/30? Email a copy of the statement to [financereports@gswny.org](mailto:financereports@gswny.org) with your troopnumber in the subject line or mail a copy to:

Girl Scouts of Western New York  
Rochester Service Center  
Attn: Troop Finance  
1000 Elmwood Avenue, Rochester, NY 14620

If you have any questions or concerns, please reach out to your Service Unit Finance Consultant.

## Quick Review

- Submit the mandatory TFAR anytime within the council indicated submission window. Please do not submit it prior to these dates.
- Attach your bank statement that contains April 30<sup>th</sup> balance.
- Please contact your Service Unit's Finance Consultant with any questions or concerns.
- THANK YOU for helping build girls of courage, confidence, and character!