girl scouts of northern indiana michiana

Troop Treasurer Checklist

Use this checklist as a guide for submitting your troop's year-end financials that are due in June. Exact due date to be announced.

At Least a Week before the Required Due Date

☐ **Renew your Membership.** If you have not renewed, you will not have access to the Volunteer Toolkit (VTK) after June 30. If you do not hold a Co-Leader position with the troop, you also will not have access to the VTK. Please work with one of your Co-Leaders to submit the report.

☐ **Watch the Finance Tab Video Tutorial on gsLearn.**

☐ **Make sure the troop's *Group Financial Record* is up-to-date.**

Before Submitting the Troop's Annual Financial Report

☐ **Save the Required Documents to Your Computer.** You will need to upload them to the Finance Tab in order to complete your submission. The time period for submission is June 1 of the prior year – May 31 of the current year.

1. *Group Financial Record*
2. Monthly bank statements*

**You are not required to upload bank statements for the months where your troop banked at a GSNI-M preferred bank. You can find a current list of preferred banks under the "Volunteers" tab of www.gsnim.org.*

☐ **Collect the Additional Information Needed.** You'll need to know the following information in order to complete the Annual Troop Finance Report on the VTK Finance Tab:

1. Income/expense category totals - the *Group Financial Record* excel spreadsheet tallies this for you! If you used the hard copy version, you'll simply add up the totals for each category.
2. Last four digits of the troop bank account number.
3. Names of troop bank account signers.
4. Plans for spending the troop money between now and the next product programs.
5. Number of boxes of cookies that the troop purchased to donate, use as snacks, etc.
6. Number of boxes of cookies that the troop is still trying to sell, and plans for selling them.
7. Troop plans for next year.

By the Required Deadline

☐ **Complete the Finance Tab Submission Process.**

1. Log into the Volunteer Toolkit and select the Finance Tab.
2. Fill out the Annual Troop Finance Report.
3. Click "preview finance report" at bottom of the page.
4. You are now in preview mode. Double-check the information you entered to make sure that it is correct.
   a. If you catch an error, simply click "edit" to go back to editing mode.
   b. If everything is correct, awesome! Go ahead and click "send to council."
5. After you click "send to council," a box will pop up prompting you to add attachments. This is where you will attach the *Group Financial Record* and monthly bank statements you saved to your computer.
6. After you have attached all documents, click "yes, submit now" to send to the council. **Once you select this, you cannot go back and edit the report.**
7. A box will pop up confirming that you successfully sent your report to GSNI-M.