Volunteer Toolkit (VTK) Finance Tab FAQs

Beginning with the 2020 Membership year, troops will use the Volunteer Toolkit (VTK) Finance Tab to submit their Annual Troop Finance Report. We've put together a list of frequently asked questions to help you get started. In addition to reading this document, also review the information in the VTK Finance Tab Activation Notification. If you still have questions, contact our Member Services team via email info@gsnorcal.org or call 800-447-4475, ext. 0 between 9am and 5pm Monday through Friday.

How do I access the VTK Finance Tab?

Go to our website, www.gsnorcal.org and click the **MyGS** link at the top of the webpage. Log in using your username and password. Select the Volunteer Toolkit option. Then select the **Finance** tab to the far right. The Finance Tab will be active on April 28, 2020.

Is my login the same as VTK?

Yes, it is the same login that you use to access the VTK and to renew your membership.

Who can complete the Finance Tab information?

As with VTK, only troop leaders with a current background check and current Girl Scout membership who are assigned the troop leader role will be able to complete the Finance Tab fields.

What is the troop treasurer's role in completing the troop finance report?

The troop treasurer is responsible for managing the income and expenses for the troop and for reconciling the check register and all receipts. The troop treasurer will share all final income and expense totals with the troop leader so the troop leader can complete the VTK Finance Tab.

What if I need help accessing the VTK?

If you are a troop leader who is having trouble accessing the VTK or seeing the VTK Finance Tab, contact our member services team by emailing info@gsnorcal.org or calling 800-447-4475 ext. 0, M-F 9am – 5pm.

Why do I have to complete the VTK Finance Tab?

Girl Scout councils operate as 501c3 non-profit organizations and are audited annually by the IRS. During audits we are required to provide troop financial information upon request. For this reason, every troop must complete an Annual Troop Finance Report, even troops that haven't opened a bank account yet or haven't collected any funds. The VTK Finance Tab is the new way to submit your Troop Finance Report, which is due every year.

How is the Finance Tab used?

This will be the ongoing way troop leaders will submit their annual Troop Finance Report to GSNorCal. The information submitted within the VTK Finance Tab will allow parents in the troop to view the troop's financial activity, allowing transparency to troop members.

What information will I need to submit?

You will submit all the same information and Income and Expense categories that you are used to submitting on your Troop Finance Report, the only difference is that you will submit your troop's financial information and April bank statement online in the VTK Finance Tab.

Who gets to see/view my troop's Finance Tab?
The Finance Tab can be seen by any parent in the troop and they will see the latest update made by the troop leader. Troop leaders will be able to see and complete the Troop Finance Report Fields.

When is the troop finance report due to GSNorCal?
In 2020, we are extending the due date to May 31st due to the COVID-19 pandemic. Normally the Troop Finance Report is due by May 15th each year. A Troop Finance report is also due when troop leadership changes or when a troop disbands.

What if my troop's year is not over by May 31, 2020?
Please complete and submit the Finance Tab information for your troop finances from May 1st through April 30. Next year, your troop Finance Tab entry will begin May 1st and go through April 30th of the next year.

Can I see past reports?
Yes. After your first Finance Report is filed through the VTK Finance Tab, subsequent years will be archived and you will be able to view them.

Can I submit my finance report via paper form and mail or turn it in in-person?
No, Troop Finance Reports that are due May 31, 2020 and all subsequent years will be submitted via the VTK Finance Tab. If you have questions or need assistance, email info@gsnorcal.org.

How can I submit my April bank statement?
When you submit the Troop Finance Report online through the VTK Finance Tab, you will be asked to upload your April Bank Statement. You'll be able to browse your computer/device to upload your bank statement. You will be able to attach up to 10 documents totaling no more than 25mb.

What if I submitted my troop's financial information too early/by accident or forgot to attach my bank statement? Email info@gsnorcal.org so we can help you.

What If my ending balance, is not balancing my April bank statement?
Your troop's ending balance should match your April bank statement unless you have outstanding checks or deposits that have not cleared your bank or petty cash on hand. If your April Bank Statement doesn't match you'll have the opportunity to list/explain why it doesn't.

Can I come into the office to drop off my finance report or get help submitting it online?
No. Our offices are closed due to the COVID-19 pandemic. We are happy to help! Email info@gsnorcal.org and we can assist you over the phone or set up a virtual meeting to walk you through the steps.

What if I don't submit the troop finance report, what happens?
Troop volunteers are entrusted to ensure the sound fiscal management of troop funds. We all agree the highest level of integrity must be maintained and we will work with you to overcome any barriers to completing this process. In the event there are extenuating circumstances preventing the troop's finance report from being submitted, notify us by emailing info@gsnorcal.org. Troops that do not make a reasonable attempt to submit the Troop Finance Report in a timely manner face closure of their troop bank account and troop disbandment.

What can I do to prepare to complete the VTK Finance Tab?
Use the Troop Finance Tracking Sheet which will help you track and calculate your troop financials.