

# 2024 Troop Year End Financial Report

Troop Year End Financial Reports will be submitted using the Finances tab in the Volunteer Toolkit (VTK). **The deadline for submission is June 30th, 2024.**

After June 1<sup>st</sup>, 2024, click [here](#) to log into your myGS account. (When logging in, be sure to use the email you entered to purchase your membership.) Once you are logged into your account, go to My Account > Volunteer Toolkit > Finances tab to find the Year End Financial Report. If you have trouble logging into myGS or have questions, please contact our Customer Care team at (405) 528-4475 or [info@gswestok.org](mailto:info@gswestok.org).

## What to Gather Before Working on Your Report:

- **Bank Statements:** You will need all bank statements for the Troop account from June 2023 - May 2024. Bank Statements must be submitted with the
  - Note: You will need to make notes in the margins of your bank statements if you do not provide a Troop Finance Tracking Workbook or similar record. Use as much detail as possible in your descriptions; if your notations are not detailed enough, we may request more information and/or receipt(s) for the purchase(s) in question.
- **Product Program Proceeds:** Pull your Troop's information from [M2 for Fall Product](#) and [eBudde for Cookies](#). Just enter your Troop's proceeds amount where indicated, and do not include Product Program income and expenses in the income and expense sections of the report.
- **Troop Finance Tracking Workbook:** UPDATED for the 2024 membership year to correspond with the 2024 Year End Financial Report. We highly recommend using this form with all of its formulas to do the work for you! This workbook is provided on our Volunteer Forms Website (<https://volunteer.gswestok.org/forms/>). This workbook is not required; you can use any form to track Troop income and expenses.

## Tips and Tricks for Completing:

- Make sure the volunteer who completes your Troop Year End Financial Report is listed as a Troop Leader or Troop Treasurer and has a current background check. Only these roles will be able to access the VTK Finances tab.
- Are you new to the VTK? Check out the [GSUSA Volunteer Toolkit - Troop Finance View](#) gsLearn module.
- Start now, finish later; the VTK will save your work! Chrome and Firefox are the preferred browsers.
- As you're completing the report, use the green triangle "council detail" buttons, next to the income and expense fields, for additional info.
- Be sure to complete your Troop's Year End Financial Report by the June 30th, 2024, deadline.
- If you need to submit your report late, you will need to contact Customer Care at (405) 528-4475 or [info@gswestok.org](mailto:info@gswestok.org).

**Important Notes!** If your Troop's Year End Financial Report is not completed by August 31st, 2024, your bank account will be subject to closure.

Do you need to make changes to your Troop's bank account signers? [Submit a request today!](#)