



Troop Finance Tab Instruction Sheet

From the GSU website (www.gsutah.org), click the MYGS button – upper right hand side of the screen.

Once on the Login page enter your user name and password that you use to access your MYGS account and click the LOG IN button.



Welcome to Girl Scouts, Close

Log In!

Email address

Password

Remember me [Forgot password?](#)

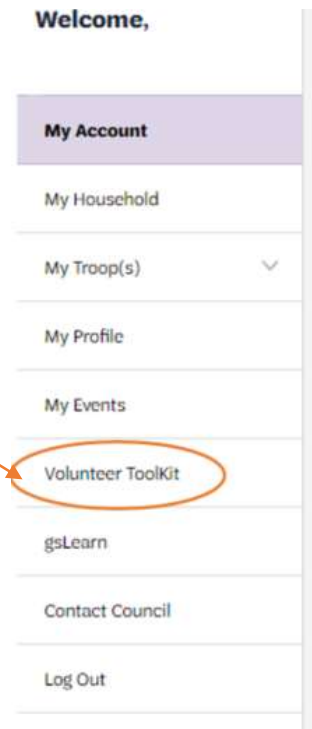
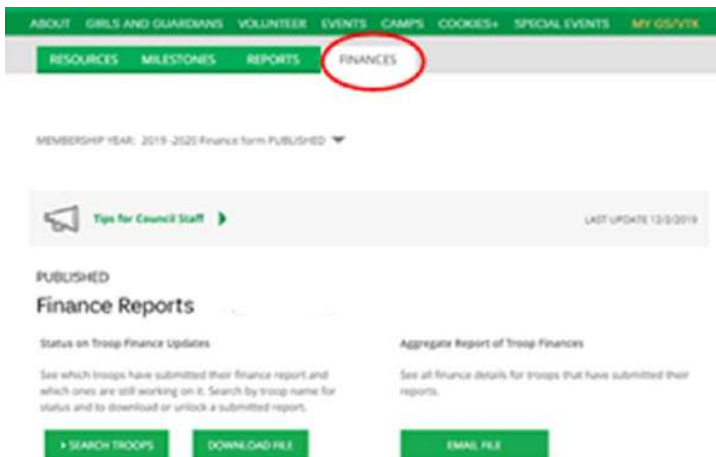
LOG IN ←

[Don't have an account? Sign up now](#)

If you need help with your log in, click "Forgot password?" and follow the steps to recover your information.

After logging in, you click Volunteer Toolkit on the left side navigation menu.

Then click on the Finances Tab.



The Girl Scout finance reporting period is June 1 (prior year) to May 31 (current year). The Troop will need to complete the Troop Financial Report by June 30 and attach a copy of their May 31 (current year) bank statement.

Finance Tab

This tab provides troops with the opportunity to track troop finances online and submit their Annual Troop Finance Report electronically. GSU requires an annual troop finance report to ensure our records are accurate. Council is required to conduct an annual audit every year.

The information needed to complete the report includes:

- Income – track troop income from various sources
- Expenses – track troop expenses
- Financial Summary – automatically calculates based on the information inputted by troop leader
- Troop Bank Information – add current troop bank account information along with signers on the account
- Troop Status – indicate your troop status for the coming year and answer council questions as needed
- Council Notes and Questions – add detailed notes on your troop finances for income and expenses
- Attach bank statements and other documents

You are able to move in and out of the Finances Tab as you obtain information. The information is automatically saved.


Troop Income

Information you will need to complete the income portion of the form:

- Membership fees (if collected and paid by the troop)
- Troop Dues
- Activity or Event Fees collected
- Fall Product total deposit into troop bank account
- Cookie Program total deposit into troop bank account
- Income from Troop Money-Earning Projects
- Donations or Sponsorships received by the troop
- Other income received

INCOME	
<small>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</small>	
Cookie Income Total	\$ 0.00
Donations	\$ 0.00
Fall Product Total	\$ 0.00
Fundraisers	\$ 0.00
Membership Fees	\$ 0.00
Sponsorships	\$ 0.00
Troop Dues	\$ 0.00
Other	\$ 0.00
Total Income	\$ 0.00

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



Troop Expenses

Information you will need to complete the expenses portion of the form:

- Membership fees (if paid by the troop)
- Council-Sponsored Activity or Event fees paid
- Other non-council group activity/event fees paid
- Fall Product total ACH to council
- Cookie Program total ACH to council
- Troop Supplies
- Uniforms, badges, patches, books, etc.
- Donations made by the troop
- Other expenses

EXPENSES	
If there is no value for an item, leave the field at 0.00	
Appreciation Gifts	\$ 0.00
Badges & Patches	\$ 0.00
Books and Learning	\$ 0.00
Camping	\$ 0.00
Cookie-Council Proceeds (ACH)	\$ 0.00
Events (Day Camps, Council)	\$ 0.00
Fall Product-Council Proceeds (ACH)	\$ 0.00
Food	\$ 0.00
Membership Fees	\$ 0.00
Parties	\$ 0.00
Supplies	\$ 0.00
Troop Activities	\$ 0.00
Troop Trips	\$ 0.00
Uniforms	\$ 0.00
Other	\$ 0.00
Other	\$ 0.00
Total Expenses	\$ 0.00

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

Financial Summary

You will put your starting balance of your troop bank account and the form will auto-populate the income and expenses you have entered.

Ending balance should be carried over to the next year's report beginning June 1.

Submit the Troop Finance Report by June 30 every year.

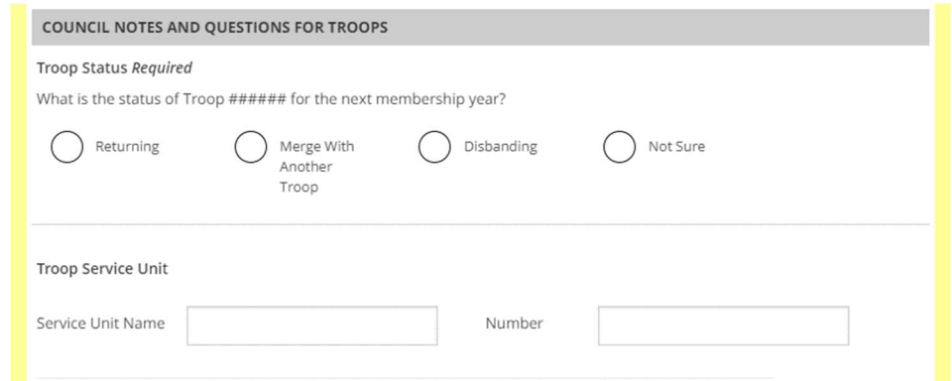
Troop Bank Information

We update our records annually and ask you to complete the bank information for your troop and the names of the signers on the troop bank account.

Most troops have only one bank account. If you have another troop account, there is an option to add an additional bank account.

Troop Status

We want to know the status of your troop for the upcoming Girl Scout year. If you have any questions on your troop status, please contact Customer Care at 801-265-8472 or info@gsutah.org



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 Notes

- Troops will receive an email copy of their finance report with all attachments.
- Attachments are only received on the email generated when a troop report is submitted. They are not stored in the Volunteer Toolkit at any time.
- Financial reports will be audited by the Finance Committee in August of each year.
- Please keep on hand all bank statements and supporting documentation for 3 years after the end of your reporting period. If requested, you will need to provide additional documentation to Girl Scouts of Utah.
- Bank account signers certify that, to the best of our knowledge and belief, all the information provided is true, correct and complete.

We are asked by many troops what is the acceptable use of troop funds. Acceptable use of troop funds includes:

- GS required training for leaders/volunteers
- Membership fees
- Background checks for volunteers
- Troop supplies
- Additional GS Insurance
- Badges, patches, uniforms
- Program fees
- Food, snacks for troop meetings and activities

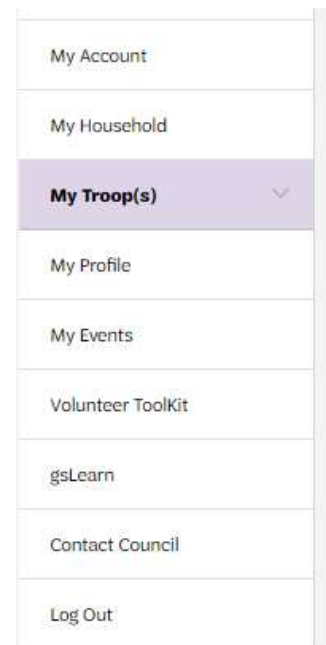
Document Attachments

- May 31 Bank Statement (current year)
- Copies of receipts from various sources
- External Transaction Statements from any other source

Note: Electronic payment apps are not permitted to be connected with GSU bank accounts and should not be used for payment or collection of funds.

Once you have completed the online form and attached necessary documents, you can then preview your report then submit it to the council. Any questions may be directed to Finance at 801-265-8472 or finance@gsutah.org

Lastly, please update your troop information on the My Troop(s) on the left side navigation menu. This helps us keep accurate records on when troops meet, grade levels, and accepting new girls and volunteers in your troop.



- My Account
- My Household
- My Troop(s)** ▾
- My Profile
- My Events
- Volunteer ToolKit
- gsLearn
- Contact Council
- Log Out