# TROOP/GROUP ANNUAL FINANCIAL REPORTING (F-31) PROCESS

*Troops/Groups* are required to complete and submit the annual financial report by May 31st of each year.* This requirement is stated in ***GSSJC Policies and Operational Procedures*** **(F-433)** under *Bank Accounts/Record Keeping, #6 and #7*

**Troops/Groups referenced throughout this document include Special Interest Groups (Series) that serve girls within the Council.*

## POLICIES AND PROCEDURES

Detailed financial records must be maintained and reported by the troop/group. Detailed financial records are defined as cancelled checks, invoices, receipts for cash and/or credit card purchases, bank statements or other supporting documentation, as appropriate.

- Troops/Groups should use the *Troop/Group Annual Financial Report* (F-31A) Excel spreadsheet or another method to keep track of daily financial transactions. (Both Excel spreadsheets complete the required (F-31) Financial Report Summary.
    - F-31A Tab style - individual transactions are recorded under the appropriate category tab. Each category on the summary page has a corresponding tab.
    - F-31A Checkbook style – financial transactions are recorded in a checkbook register format and assigned to the appropriate category. This format provides the ability to see a complete listing of deposits/expenses in a daily format. Includes a bank reconciliation tool.
- Troop/Group financial summary should be maintained and reconciled against the monthly bank statement.
    - Monthly accounting is recommended for timely response to a Council audit; or when a parent/Community or Girl Experience Department requests troop/group financial status. NOTE: Responses are required within 30 days of request.
- All financial records (including the submitted *Troop/Group Annual Financial Report* F-31) are to be retained by the troop/group for three (3) years.

## FINANCIAL REPORT INFORMATION

The *Troop/Group Annual Financial Report* (F-31) is an overview of the financial status of the troop/group. Specific categories are referenced to provide Council with details on the Girl Scout program being offered within each troop/group. *Troop/Group Annual Financial Report Category Definitions* (F-31B) offers an explanation of each financial category (i.e. what to include; excel spreadsheet field id or applicable tab). Troop leaders and troop treasurers can use this tool to insure that information is properly documented.

In addition to the income and expenses captured on the financial summary, the troop/group needs to include the following information:

- Troop/Group bank account name and account number - styled as:
    - Girl Scouts of San Jacinto Council (or GSSJC) Troop #_______;or
    - Girl Scouts of San Jacinto Council (or GSSJC) Group #_______
- Troop leader and troop treasurer name and contact information - adult volunteers serving in these roles must meet the following requirements:
    - Currently registered member of GSUSA;
    - Completed the online Volunteer Application process and have a clear background check on file with the Council; and
    - Not be on the Council Debt List

  NOTE: Financial report should reflect two separate adult volunteer's information.
- April Bank Statement (or May if applicable) must be submitted with the annual financial report.
    - This must be an official statement form the bank which includes the name and bank account information. Online transaction summaries are not allowed.

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## HOW TO SUBMIT THE FINANCIAL REPORT INFORMATION

May 2018, GSSJC will accept troop/group annual financial reporting online through the Volunteer Toolkit (VTK) Finances Tab or manually (paper) method.

### I. Submit through Volunteer Toolkit (VTK) Finances Tab (online) – Preferred Method

This online reporting tool **does not** allow for income and expenses to be entered on an "ongoing basis" (i.e. totaling each transaction entered in the individual category to reflect a total).

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| **What is the preferred intranet browser for this online tool?** | This platform is designed for operating in Google Chrome. The Finances Tab may not display or the form may not populate properly using other browsers. |
| **Why am I not able to access the Volunteer Toolkit (VTK) Finances Tab?** | For the 2017-2018 membership year, only troop leaders have access to complete the VTK Finances Tab and submit the troop/group financial data (taken from the F-31 or F-31A Excel spreadsheets). The Council will be elevating the troop treasurer role for VTK access in the 2018-2019 membership year. |
| **Is there a form or resource that will prepare me for this online financial report submission?** | This online entry tool mirrors the *Troop/Group Annual Financial Report* (F-31). GSSJC provides two different Excel spreadsheets (F-31A) to compile your financial transaction information before entering into the online form. |
| **Where can I find forms, resources and tips related to this process?** | Within the VTK Finances Tab there will be:<br>• Hyperlinks to financial forms (the top portion of the Finances Tab screen)<br>  ○ F-31 Troop/Group Annual Financial Report – PDF version<br>  ○ F-31A Troop/Group Annual Financial Report - two Excel spreadsheets: checkbook and tab style<br>  ○ F-31B Troop/Group Annual Financial Report Category Definitions<br>  ○ F-31C Troop/Group Annual Financial Report Process<br>  ○ F-31D FAQs for Troop/Group Annual Financial Report<br>• Council Details - embedded tips by category to assist you with successful financial reporting.<br>• Council Notes - will guide on additional paperwork required for submission.<br>These will make your work much easier and have been included to support your efforts to provide complete and up-to-date information. |
| **When entering money totals, can I use special characters?** | NO, the data fields to key in money totals cannot include commas, hyphens or dollar signs. Periods can be used to enter cents. |
| **How do I save information in the Finances Tab?** | There is no "SAVE" on this form. Entries are saved automatically once you <u>*tab out of the entry box*</u>. If you click the "Back" arrow in the internet browser of click the Preview button before tabbing out of the entry box, <u>*you will lose your work!*</u>* |
| **What does the "Preview" button do?** | Use the "Preview" button to review the form for any errors in data, missing information, and include notes to Council. |
| **Who can review my financial information before I submit my report to the Council?** | Your Community Financial Specialist can review your financial report data for accuracy, provide guidance on any missing information, or answer questions about where to report data or how to finalize the bank account. |

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| **When do I use the "Submit" button?** | Use the "Submit" button ONLY when you are sure the information being provided is complete, accurate, and ready to be submitted to Council. *Once you click the "Yes, Submit" button, you cannot make any changes to the information entered.* |
| **What forms must be attached to the financial report?** | • April (May, if applicable) bank statement<br>• Bank account reconciliation form<br>• Troop Listing of Property (equipment owned by the troop)<br>• Explanation of income, expenses or purpose for large ending balance for the troop/group account<br>DO NOT attach the F-36 *Registration of Bank Account and ACH Debit/Credit Authorization Form*. This form needs to be submitted as instructed on the document. |
| **Who should I contact regarding questions about the financial reporting process?** | **Troops/Groups**, contact your Community Financial Specialist (CFS)<br>**Special Interest Groups (Series),** contact your Staff Partner<br>Or email customerservice@sjgs.org |
| **Who do I contact with technical questions?** | Questions regarding accessing the Volunteer Toolkit (VTK), login name and password information or why you cannot see the Finances Tab, contact GSSJC Customer Service at 1-800-392-4340 or email customerservice@sjgs.org |

***WARNING: You may only SUBMIT this form one time. If you click this button accidently, or think you are SAVING your work, you will not be able to complete the report online.**

## II. Submit Manually Using Paper

Should troops/groups or special interest groups be unable to submit financial data through the Volunteer Toolkit (VTK) Finances Tab, manual (paper copy) submission is still allowed.

- Complete the ***Troop/Group Annual Financial Report*** (F-31).
- Top and bottom portion of form must be completed.
- Form MUST be signed by both a Troop Leader and a Troop Treasurer (should not be the same volunteer).
- Attach April bank statement (May, if applicable) and Troop/Group Property Listing.

Troops

- Include Community Name and Region # on the top portion of the form.
- Complete all date fields (if new troop, enter beginning balance date as first day troop met).
- Submit two copies of the F-31 summary page and attached bank statement to your Community Financial Specialist (CFS) or Volunteer Experience Manager (VEM) (if CFS is not known).

**Allow two weeks prior to the deadline** to enter and review data before submission. Consult your Community Financial Specialist for questions regarding this process or to assist/review your financial data prior to submission.

Groups (including Special Interest Groups)

- Include Community Name as GSSJC, 591 on the top portion of the form.
- Complete all date fields
- Submit two copies of the F-31 summary page and attached bank statement to your staff partner or the Girl Experience Department (if staff partner is not available).