Instructional Notes for the Volunteer Toolkit (VTK) Finances Tab

Please read these important tips before completing and submitting this form:

QUESTION	ANSWER
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 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:
	• Hyperlinks to financial forms (the top portion of the Finances Tab screen)
	    ○ F-31 Troop/Group Annual Financial Report – PDF version
	    ○ F-31A Troop/Group Annual Financial Report - two Excel spreadsheets: checkbook and tab style
	    ○ F-31B Troop/Group Annual Financial Report Category Definitions
	    ○ F-31C Troop/Group Annual Financial Report Process
	    ○ F-31D FAQs for Troop/Group Annual Financial Report
	• Council Details - embedded tips by category to assist you with successful financial reporting.
	• Council Notes - will guide on additional paperwork required for submission.
	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.

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QUESTION	ANSWER
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.
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 • April (or May) bank account reconciliation form • Troop Listing of Property (equipment owned by the troop) • Explanation of income, expenses or purpose for large troop/group balance DO NOT attach the *Registration of Bank Account and ACH Debit/Credit Acknowledgement Form* (F-36). 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 **Special Interest Groups (Series),** contact your Staff Partner 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.**

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.