

Annual Troop Report

Please Complete by June 30th

The screenshot shows the Girl Scouts of Alaska website interface. At the top, there is a green header with the logo and navigation links: Shop, Forms, Contact Us, Donate, Careers. Below the header is a search bar and a navigation bar with links: ABOUT, ACTIVITIES, COOKIES+, VOLUNTEER, GIRLS & FAMILIES, CAMPS, SHOP, DONATE, MY GS. The main content area is titled "Annual Troop Finance Report 2018 - 2019" for Troop 00666. It includes a dropdown menu for "MEMBERSHIP YEAR: 2018 - 2019 Finance form Edit" and a "FINANCES" tab. The form is currently on the "INCOME" section, with a note: "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." A form field for "Troop Dues" is visible with a value of "0.00".

- **What is the annual troop report?**
 - It's a tool to assist your troop and council to develop a better understanding of your troop's financial standing. We ask each troop to complete this report. It covers the Membership Year 2018-2019. The report requires the following information:
 - Troop Income (cookie proceeds, troop dues, money earning activities proceeds, donations, etc.)
 - Troop Expenses (membership fees, program supplies, activity fees, etc.)
 - 2018/2019 Starting Balance (the online does the math for you to calculate your ending balance!)
 - Bank Information (Signers on account, last 4 #s of account number)
 - Your plans for next year (continuing, disbanding, merging with another troop)
 - If your troop is saving for anything (a trip, service project, etc.)
- **How do I complete the annual troop report?**
 - Visit our website at www.girlscoutsalaska.org. Then, click MY GS (It's YELLOW!), on the right hand side of the navigation bar. Select "Volunteer Toolkit". Sign in. Choose Volunteer Toolkit. Click "Finances" (all the way at the right in the green bar). You are ready to start your finance report!
- **What is my log in?**
 - Your username is your email. Your password is what you created when registering for Girl Scouts. If you forgot your password you can request a new one by clicking "Forgot Your Password?"
- **Can I do a paper form?**
 - Sure! You'll have to do your own math and make sure GSAK receives your report though! You can give to your membership specialist, drop off at the council office, email, or mail the paper version.