

Annual Troop Finance Report (TFR) Filing Instructions

Each membership year, all Girl Scout troops are required to submit a Troop Finance Report. Troop Finance Reports are due on June 1st. **Due to the COVID-19 pandemic, we are extending the time for GSOC troops to submit their reports until June 20th, 2020.** This Troop Finance Report is a snapshot summary of the money received and spent over the last year. Each troop will complete a form with this information and upload a copy of their April bank statement. The report should cover May 1st of the previous year to April 30th of the year the document is being completed. The reporting form can be found on the Finance Tab of the Volunteer Toolkit (VTK). Please see our [VTK User Guide for Troop Leaders](#) for information on how to access the VTK.

What You Will Need to File Your Report

- [Annual Troop Finance Report Spreadsheet](#) or your own troop accounting records
- April Bank Statement

Troops can use the Annual Troop Finance Report Spreadsheet to track their income and expenses throughout the year. This tool matches the information requested on the reporting form and allows the Troop Leader to easily transfer the numbers to the online form. The Volunteer Toolkit is only accessible by volunteers who hold a Troop Leader role. If your Troop Treasurer is not also a Troop Leader, the Leader and Treasurer will need to work together to complete the form.