



## HOW TO SUBMIT ANNUAL TROOP FINANCE REPORT Using Volunteer Toolkit

### Overview & Timeframe

Badgerland troops will submit Annual Troop Finance Reports found on Volunteer Toolkit, also called VTK. The reports are located in VTK's Finance tab.

The Finance tab is not connected to anything else within the Volunteer Toolkit. So even if your troop is not using the VTK for meeting plans or badge requirements, you will be able to submit the finance report with no problem.

This guide will walk you through submitting your Annual Troop Finance Report. The Troop Finance Report documents troop financial activity from **June 1, 2021 to May 30, 2022**. The Troop Finance Report must be submitted by **June 30, 2022**.

#### Here are the steps to follow to access the finances tab:

- Start on the [Badgerland website](#) homepage
- Click on **Sign In** – at the top right of the page
- Your username is your email address
- If you don't remember your password – click on Forgot your password?
- Choose the Volunteer Toolkit and select the Finances tab

### Income

- **Cookie Sale** - Enter the total amount that was deposited in your account earned for the Cookie Sale Program
- **Badgerland Fall Fundraiser** - Enter the total amount that was deposited in your account for the Badgerland Fall Fundraiser
- **Additional Money Earning Activities** - Enter the amount that your troop earned doing additional money earning activities
- **Donations & Other Misc. Income** - Enter the amount your troop received through any other means such as donations, volunteer matches, troop dues and parent contributions

### Expenses

- Enter the entire amount that was debited/taken out of the troop account
  - i. You do not need to enter separate amounts for specific expenditures, just lump it all in together for a total amount

## Financial Summary

**Starting Balance** - Enter the starting balance in your account

- i. For new troops this amount should be zero (your startup check should be added into your income number in the donations box)
  - ii. For all other troops, this amount should be the **account balance as of June 1, 2020**
- The form automatically calculates the ending balance, which should match your final balance on your last bank statement

## Bank & Signer Information

- Provide the name of the person filling out the financial information
- We ask for account signers in a later question

## Council notes & questions about your troop

- What is your troop status for next year?
- Your service unit name is the city you live in
- You may leave your service unit number blank if you don't know it
- Please respond to all additional questions listed

**Attach your supporting documents** If you have questions or are unsure how to do this, please reach out for assistance at 1-800-236-2710 or [info@gsbadgerland.org](mailto:info@gsbadgerland.org)

- Attach a copy of all bank statements from **June 1, 2021 to May 30, 2022** or a single PDF generated through online banking. New troops may have less than 12 months if their account has not been opened for that long - that's okay
- Attach a copy of your troop's checkbook register or other detailed expense tracking documentation
- Accepted formats included: uploaded PDFs, excel spreadsheets, photos, scans etc. The most important thing is that the documents are clear and legible.

QUESTIONS? We're always here to  
help. [info@gsbadgerland.org](mailto:info@gsbadgerland.org) |  
800.236.2710