

VTK Descriptions



Girl Scouts of Southern Appalachians  
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Use this column totals - VTK Numbers



**Sabra McDonald:**  
 Column B - June Monthly Bank Statement  
 Column C - July Monthly Bank Statement...  
 Your Bank Statement deposits and withdrawals should match the totals in each column for the correct month

Troop Number: 270007 Year: 2020  
 Prepared By: Sabra McDonald  
 Beginning Bank Balance from Prior Year Report: \$ 1,000.00 May 31st Bank Statement Balance: \$ 1,975.00  
 June Beginning Balance Bank Statement of Prior Year  
 New Troops this will be \$0

**Sabra McDonald:**  
 \$1000 carry over from last Year plus \$7325 in deposits this year minus \$6350 that you spent this year  
 So, \$1000+\$7325-\$6350=\$1975

	June Income	July Income	Aug Income	Sept Income	Oct Income	Nov Income	Dec Income	Jan Income	Feb Income	March Income	April Income	May Income	Total Income
	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits	Bank Deposits
Cookie Deposits							1,000.00	500.00	1,500.00	200.00			\$ 3,200.00
Fall Product Deposits					250.00	500.00							\$ 750.00
Troop Dues Collected				100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$ 900.00
Sponsorships			500.00										\$ 500.00
Donations											50.00		\$ 50.00
Trip Monies Collected			25.00	50.00	75.00	100.00	25.00	250.00	600.00	25.00			\$ 1,150.00
Camping Monies Collected					125.00							500.00	\$ 625.00
Activity Monies Collected			50.00			50.00			50.00				\$ 150.00
Other Monies Collected													\$ -
<b>Total Income</b>	\$ -	\$ -	\$ 575.00	\$ 150.00	\$ 550.00	\$ 750.00	\$ 1,125.00	\$ 850.00	\$ 2,250.00	\$ 325.00	\$ 150.00	\$ 600.00	\$ 7,325.00
	June Expenses	July Expenses	Aug Expenses	Sept Expenses	Oct Expenses	Nov Expenses	Dec Expenses	Jan Expenses	Feb Expenses	March Expenses	April Expenses	May Expenses	Total Expenses
	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals	Bank Withdrawals
Cookie ACH											2,400.00		\$ 2,400.00
Fall Product ACH							600.00						\$ 600.00
Badges and Pins			50.00		75.00			50.00		75.00		75.00	\$ 325.00
Uniforms						350.00							\$ 350.00
Troop Supplies			20.00	20.00	20.00	20.00	20.00	50.00	20.00	20.00	20.00	50.00	\$ 260.00
Trip Expenses											1,150.00		\$ 1,150.00
Activity Expenses										150.00			\$ 150.00
Camping Expenses												625.00	\$ 625.00
Insurance										5.00	20.00	5.00	\$ 30.00
Volunteer Training						150.00							\$ 150.00
Bank Fees	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	\$ 60.00
Snacks			10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	\$ 100.00
Membership Dues				150.00									\$ 150.00
Other Expenses													\$ -
<b>Total Expenses</b>	\$ 5.00	\$ 5.00	\$ 85.00	\$ 185.00	\$ 110.00	\$ 535.00	\$ 635.00	\$ 115.00	\$ 35.00	\$ 265.00	\$ 3,605.00	\$ 770.00	\$ 6,350.00

**Sabra McDonald:**  
 If you have more than one number to put into a cell:  
 Put your cursor in that cell then type =100+100 then hit enter

**Sabra McDonald:**  
 This section should reflect what is on your April Bank Statement - So each column should match your Monthly Bank Statements  
 These are your deposits  
 So, in April you deposited \$100 for Troop Dues  
 You deposited \$50 that was donated to your Troop  
 Your Bank Statement should show \$150 deposited into your account.

**Sabra McDonald:**  
 This section should reflect what is on your April Bank Statement- Each column should match your monthly bank statements  
 These are what you spent money on this month.  
 So, in April you had an ACH withdrawal in your account to pay for cookies  
 You bought \$20 in Troop Supplies  
 You paid \$1150 for a trip you are taking  
 You paid \$20 for the insurance  
 You had a \$5 Bank Fee  
 You spent \$10 for snacks  
 Your Bank Statement should show \$3605 coming out of your account

\$ 1,975.00 This should match May 31st Bank Statement Balance  
 \$ - this should be \$0

Dear Volunteers,

The Council is presenting a new and better Financial Worksheet for your use, and we have uploaded it in Excel onto our web site. Those who have tested it for us have said this version is easier. **Please know this is just a tool to help you with what you enter into the Volunteer Tool Kit (VTK.)** If you prefer the old one, it is fine to continue to use it. **The goal is to submit the detail of the troop account transactions for the twelve months as well as your troop account's March, April, and May bank Statements.** This information is due to the Council no later than **June 15.**

The information you submit to the Council is required for our annual audit as well as our reporting to the IRS.

This excel spreadsheet can be pulled into free versions of Google Doc and Apple Numbers if you prefer these over Excel. The Financial Worksheet (pdf) on the website gives an example and notes on how to use the spreadsheet. The new Excel spreadsheet totals the year's activities so that you can then enter those totals into the VTK. Once entered and submitted, VTK automatically creates a case that goes to the Council. The Financial Worksheet (Excel) as well as the Financial Worksheet (pdf) notes on how to use the spreadsheet can be found here: <https://www.girlscoutcsa.org/en/our-council/forms-and-documents.html>

Should you need additional assistance, please contact your Experience Manager or Troop Banking for assistance.

We thank you for all you do!

Girl Scouts of the Southern Appalachians  
Finance Department