

Money Handling Procedures

This is a **financial literacy program**. That means GSGLA tries to instill good business ethics in girls and volunteers by determining best practices. All policies are for the common good of everyone. Please be sure everyone, especially parents, understands the business part of the Fall Product Program.

Credit Limit Guideline

As troops are responsible for all product signed for, GSGLA recommends using caution in how much product you distribute to a parent before collecting money. Until you are comfortable with a parent's payment patterns, a best practice is to limit liability to \$300, or an amount that the troop determines to be its threshold. Troops must regularly and proactively collect funds from girls throughout the program, and before distributing additional product.

Girls' Monies

1. All participating girls must be registered with GSUSA and have a Parent/Guardian Permission and Responsibility Agreement on file with their troop in order to participate.
2. For the order card portion of the program, payment is collected **only when girls deliver product**. Likewise, product should not be delivered without receiving payment in full. For Gift of Caring product orders, payment is accepted immediately. Products ordered online for girl delivery have already been paid for and no money should be collected.
3. GSGLA advises that troops determine the largest check amount they are willing to accept, keeping in mind that any check could bounce. GSGLA also advises that nothing larger than a \$20 bill be accepted in order to limit the passing of counterfeit bills.
4. Girls may accept cash and/or checks made payable to "Girl Scout Troop XXXXX" as payment for product. Girls should accept only preprinted checks with issuer's address. It is required that girls record the telephone number of the issuer on the face of the check. The driver's license number is recommended, if possible. GSGLA cautions against accepting out-of-state checks or checks for more than the TFPC's determined limit.
5. Credit/debit cards may be accepted when the troop has a smart phone card swiper that is directly connected to the troop bank account. Troops are responsible for paying any fees associated with credit cards. Fees may not be up-charged to the customer.
6. **NEW!** Girls may use Cheddar Up's POS function to collect funds from customers via credit/debit card.
7. Fall Product Program funds should be collected from girls and safeguarded by parents immediately. GSGLA encourages girls to write their first name on checks to help identify payments and to keep the troop's bookkeeping organized.
8. Fall Product Program funds should be submitted for deposit to the troop Treasurer, promptly and frequently. **NEW!** Parents may deposit program funds into their personal bank accounts and pay the troop via Venmo/Paypal/Zelle/Cheddar Up, etc.
9. **Payment from customers via Paypal/Venmo/Zelle is not permitted.**
10. Troops should receipt every transaction (e.g. product given / money received).
11. Both parents and the troop should have copies of signed receipts for clarity and reconciliation.

Troops' Monies

1. All council proceeds will be collected from troops via ACH Debit. Troops may be ACH credited for any proceeds owed to them by GSGLA. Date TBA.
2. All troops will submit an ACH Debit Authorization, copy of a voided troop check, and Troop Fall Product Chair Position Description & Agreement.
3. Troops must enter banking information into M2OS by using the Banking Info link on your dashboard, if the information is not automatically uploaded.
4. Troops will deposit all Fall Product Program funds collected by girl for nuts into their troop bank accounts promptly and frequently, and in time for funds to be available on the debit date.

Customer/Troop/Parent payment options

	Venmo	Cheddar Up
Customer - Girl	No	Yes
Customer - Troop	No	Yes
Girl – Troop*	Yes	Yes

*Parent may deposit funds into their personal account and pay the troop.

Critical Dates and ACH Debit Schedule

1. Troops deposit into troop accounts in time for the funds to be available for the ACH debit. Reminder: Pasadena Federal Credit Union deposits may take extra time to clear.
2. The full balance of council proceeds will be debited from troop accounts by the date listed on the Timeline in this manual.
3. ACH debits will continue until all council proceeds have been collected. Delinquency may require certified checks, subject to the PPM's discretion.
4. Troops will not be allowed to participate in the 2021 Cookie Program if financial obligations are not complete by published due dates.