

## Starting Inventory Order Worksheet Help Guide for Returning Troops

Troops who order the recommended number of packages minimize their need to return to the cupboard right away. You will have inventory for the girls to keep selling after GO Day and keep up their momentum. This is a win-win for the troop, girls, parents and customers. Below are a few things to keep in mind when determining and placing your Starting Inventory Order. Please refer to your *2021 Cookie Program Troop Guide* for complete details.

### Step #1 Confirm your troop goals

Determine how much money is needed to support a vibrant troop for the year. For example, do you have a big trip scheduled this or a future year? If so, you may need to step up your sales effort. Are more or fewer girls selling than last year? The troop should be self-supporting and should pay for membership fees, activities, uniform pieces and Take Action projects. **Include the girls and parents in this goal setting and decision-making process.** Inform parents that the girls can support their Girl Scout experience and they should not have to directly support the troop financially – this builds support for Cookie goals! There is a great goal/budget worksheet available on our website – [www.girlscoutsla.org/cookies](http://www.girlscoutsla.org/cookies) -- to guide you.

### Step #2 Determine your cookie count

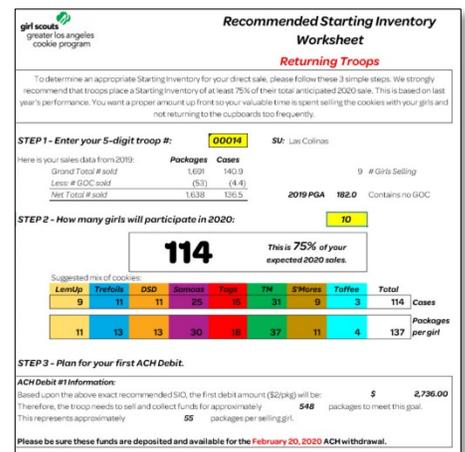
Once your troop goal is determined, figure out how many packages of cookies must be sold by your troop; then divide that per girl to reach your optimal per girl sales goals. Communicate this to the girls and parents so everyone is on board.

### Step #3 Use the Excel Worksheet

Each troop has access to an Excel worksheet (see figure, right) where they can enter their troop number to access last year's sales. Enter the number of girls you expect to participate in 2021; the worksheet will calculate a Starting Inventory Order *recommendation* of 50% based on last year's PER GIRL AVERAGE and the number of girls participating THIS year. This is only a guideline. When placing your order in eBudde, the varieties reflected on the worksheet can be adjusted according to what you believe is best for your troop -- just make sure you end up with the total overall recommended number.

### Reminders:

- The worksheet is a GUIDELINE to get you started. The actual number needed should be determined based on booths scheduled, individual girl goals, and the troop's overall commitment level.
- Troops are responsible for selling AND paying for all packages of cookies ordered; no refunds.
- TCCs cannot make girls sell, nor require them to sell a certain number of packages.
- The first ACH Debit amount is based on the actual SIO order, so understand the responsibility and commitment.
- We understand the drive for the SIO Rewards (that's why they are there), but troops should not enter a 50% SIO if they are unsure of the troop's overall abilities. Go with what you are comfortable with and keep it motivational. This is supposed to be fun and energizing, not over-the-top burdensome.
- However, ordering less than 50% could jeopardize the troop and girls from having the inventory necessary to keep up with demand.
- Have a great 2021 Cookie sale! Let us know what support you need to succeed.



**Recommended Starting Inventory Worksheet**  
Returning Troops

To determine an appropriate Starting Inventory for your direct sale, please follow these 3 simple steps. We strongly recommend that troops place a Starting Inventory of at least 75% of their total anticipated 2020 sale. This is based on last year's performance. You want a proper amount up front so your valuable time is spent selling the cookies with your girls and not returning to the cupboards too frequently.

**STEP 1 - Enter your 5-digit troop #:** 00014 **SA:** Los Colinas

Here is your sales data from 2019:

Gross Total sold	1,631	140.9	9	# Girls Selling
Less # GOC sold	(53)	(4.4)		
<b>Net Total # sold</b>	<b>1,578</b>	<b>136.5</b>	<b>2019 PGA 182.0</b>	Contains no GOC

**STEP 2 - How many girls will participate in 2020:** 114

This is 75% of your expected 2020 sales.

Suggested mix of cookies:

LeMUp	TreFalls	D&D	S'mores	Trig	TW	S'Mores	Tuffes	Total	Cases
9	11	11	20	15	21	9	3	114	Cases
11	13	13	30	19	37	11	4	137	Packages per girl

**STEP 3 - Plan for your first ACH Debit.**

**ACH Debit #1 Information:**  
Based upon the above exact recommended SIO, the first debit amount (\$2/pkg) will be \$ 5 2,736.00  
Therefore, the troop needs to sell and collect funds for approximately 548 packages to meet this goal.  
This represents approximately 55 packages per selling girl.

Please be sure these funds are deposited and available for the February 20, 2020 ACH withdrawal.

## Returning Troop Variety Mix

Troop Variety Mix										
Use this tool to see what your Troop's variety mix was for the 2020 Cookie Program. Simply enter your Troop number (including any leading zeros) and your Troop's data will display (total number of packages for that variety and what percentage of your total sales it was). In addition, you can see a breakdown by category (SIO, Cupboard, etc.) of what makes up your total sales.										
Enter Troop Number:	00005		# of Girls Part: 12							
	Total Packages:	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-Tastic	GOC
Total	4810	509	339	348	925	535	1312	348	193	300
Percentage of Total		11.29%	7.52%	7.72%	20.51%	11.86%	29.09%	7.74%	4.28%	6.24%
Detail										
Category	Total Packages:	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-Tastic	GOC
SIO	2820	284	288	252	516	360	720	252	168	n/a
Percentage of Total		9.38%	10.21%	8.94%	18.30%	12.77%	29.53%	8.94%	5.98%	
Cupboard (Net)	1965	276	62	122	492	202	660	115	38	n/a
Percentage of Total		14.95%	3.16%	8.21%	25.04%	10.28%	33.99%	5.86%	1.83%	
DOC Count*	219	9	14	8	28	7	39	13	4	97
Percentage of Total		4.11%	6.39%	3.65%	12.79%	3.29%	17.81%	5.94%	1.83%	44.29%
Troop to Troop (Net)	-397	-40	-25	-34	-111	-34	-107	-31	-15	n/a
Percentage of Total		10.88%	6.30%	8.56%	27.95%	8.56%	26.95%	7.81%	3.78%	
Other Transactions**	0	0	0	0	0	0	0	0	0	n/a
Percentage of Total		0%	0%	0%	0%	0%	0%	0%	0%	
Unsold Product***	0	0	0	0	0	0	0	0	0	n/a
Percentage of Total Leftover		0%	0%	0%	0%	0%	0%	0%	0%	
Percentage of Overall Total		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

For returning troops, there is an additional tool to help you manage your troop inventory. Just like the Starting Inventory Order worksheet, it takes your sales from the previous season, but instead of projecting forward, it allows you to look back.

Just enter your troop number to see what types of transactions (SIO, cupboard, troop to troop transfers, etc.) make up the sum of your sales. (Plus, for those who let us know, you will see what you reported leftover/unsold as of 4/30/2020).

In the top section you will see your overall sales by variety, and the percentage of the total by each variety. For example, was your variety mix weighted heavily towards Thin Mints? Samoas? Do-si-Dos? This chart will tell you. *Note, it includes all packages for which you took responsibility, even if they were not sold by a particular girl.*

Next, this data is broken out by category and in each category, total packages and the percentage of the total that equates to. Cupboard transactions are the net of your activity, so reflects what you ultimately had after any exchanges. The same is true of any troop to troop transactions; it is the net of what you traded or transferred to another troop against what you received from another troop.

Troops who also participated in the Digital Cookie portion of the program will see what their activity was.

### How to use this sheet

Enter your troop number (include any leading zeros, if applicable). Compare the data - see what your SIO was from the previous season ... did you have to pick up a lot more at the cupboard? Maybe you want to order more up front. Or did you order too many of something and see that the amount/percentage for cupboard activity is negative? That means you ordered more than you needed and returned many of them in exchange.

Did you find you had a lot of cases left over at the end of the sale? That you did have to make too many trips to the cupboard? This tool will help to explain why and will give insight in how to adjust your variety mix and still order 50% (or more) of what you sold last season.