

Monetary Policies

1. Cookie program funds should be submitted for deposit to the troop treasurer, and must be in their original form (e.g. cash and checks from customers), promptly and frequently. Retain a receipt from the troop treasurer of monies turned in.
2. Troops must deposit all cookie program funds promptly and frequently into their troop bank account.
3. **Parents must never deposit program funds into their personal bank accounts and then write a check or submit a Paypal/Venmo/Cheddar Up payment for the amount.** All funds for products sold must be turned in to the troop and deposited in their original form. Funneling money through a parent's personal account is never allowed under any circumstances.
4. Payment is collected only when girls deliver cookies (COD). However, for Gift of Caring orders, payment should be collected immediately.
5. Girls may accept cash and/or checks made payable to "Girl Scout Troop XXXX" as payment for cookies. Girls should accept only preprinted checks with issuer's address. The telephone number of the issuer must be recorded on the face of the check. The driver's license number is recommended, if possible. GSGLA cautions against accepting out-of-state checks. Girls' first name and last initial should be recorded on the check in case of any issues.
6. Credit cards may be accepted by troops via a smart phone if they have set up an account with a major credit card reader company. **Payments must go straight into the troop bank account.** Fees are paid by the troop and may not be transferred to the customer.
7. Troops **may not** use PayPal, Venmo, or Cheddar Up to accept payment from customers or parents for cookies.
8. Girls should not accept \$50 or \$100 bills. Girls have received counterfeit bills in the past, and it is not GSGLA's responsibility. Counterfeit bills cost the girls. Likewise, GSGLA suggests that troops and girls do not accept large checks. See guidelines for preventing counterfeiting at www.girlscoutsla.org.
9. Cookie program funds should be collected from girls and safeguarded by parents immediately.
10. Troops should receipt every transaction (e.g. cookies given to girls, money received from girls, cookies sent to and returned from a booth, money from booths, money given to the troop treasurer for deposit) for clarity and reconciliation.
11. All council proceeds will be collected from troops via ACH debit. GSGLA reserves the right to require a certified check/money order for troops who are delinquent. Troops that are delinquent may be prevented from participating in future product programs and girls in the troop forfeit rewards/events until the balance is paid.
12. Troops must pay in full, on time, in order to receive Early Renewal or troop PGA rewards.