

Financial Responsibility

Summary of Cookie Finances

Troop Cookie Chairs are challenged to motivate girls to sell as many packages as possible to meet their troop and individual goals AND to keep an eye on the flow of cash, checks, and credit card payments as well as the cookie product, all at the same time. If TCCs place too many restrictions on how troop funds flow into the treasury, they risk suppressing the eagerness of girls to sell their hearts out. If no guidance is given for financial responsibility, the troop can risk losing the entire cookie season to a careless parent who didn't know how to handle lots of cash on the kitchen table.

Every TCC should set logical, attainable goals for depositing all funds into the proper troop bank account as promptly as possible. When in doubt, please ask your Troop Leader or SUCPC for additional guidance.

Troops' Financial Responsibility

- All cookies ordered as part of SIO and picked up.
- All cookies picked up at cupboards under the troop number.
- All cookies obtained from another troop.
- Gift of Caring virtual packages entered into eBudde.
- Any lost, stolen, or counterfeit money.

Troop Chair's Financial Responsibility

- All girl payments received for cookies and all monies collected at booth sales.
- All Girl Rewards earned by the troop/group.
- Troop Chairs must distribute all girl rewards to girls with no outstanding unpaid funds upon receipt.

Each Family's Financial Responsibility

- All cookies received by each Girl Scout.
- All money received from customers.

Receipts

- Always complete a receipt whenever a girl receives cookies or a payment is made to the troop. Both parties should sign and keep a copy of the receipt. (White copy, troop; yellow copy, parent)
- Get a signed receipt from the troop treasurer/leader if you give them the money to deposit into the troop account. If you deposit the money to the troop account, be sure to keep copies of the bank receipts to turn in to the leader at the end of the program. Create a log of all deposits made into the troop account to enable balancing of the troop bank account to eBudde and the eBudde Sales Report
- When distributing cookies for a booth, receipt the cookies and money going to the booth, and cookies and money returned at the end of the booth sale.
- Log receipts on the **GIRL ORDERS** tab daily.

MONEY AND/OR PRODUCT RECEIPT			CUPBOARD# RECEIVED/Deducted	RECEIPT NO.
TROOP NO.	REPORT CODE	DATE	FROM	
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE	
		SAVANNAH SMILES®		
		TREFOILS®		
		DO-SI-DOS®		
		SAMOAS®	AMOUNT PAID	
		TAGALONGS®		
		THIN MINTS®		
		GIRL SCOUT S'MORES™	AMOUNT STILL DUE	
		TOFFEE-TASTIC™		
		← TOTAL		

girlscouts
Little Bites™
RECEIVED BY (SIGNATURE) _____ GIRL'S NAME _____
RECEIVED FROM (SIGNATURE) _____
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)

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Money Mondays

Troops can have a lot of cash floating with their girls' parents. TCCs are personally, financially responsible for all cookie money. Protect yourself and your troop's financial integrity by setting the expectation to collect from girls/parents every Monday. After a weekend of boothing, work together to get that money into the troop bank account and safeguard it. Do not let cash linger without collecting and depositing it promptly and frequently. Communicate with your Troop Leader if a family is late turning in money.

