

GIRL SCOUT COOKIE PROGRAM TIPSHEET

Money Management

MONEY/RECEIPTING

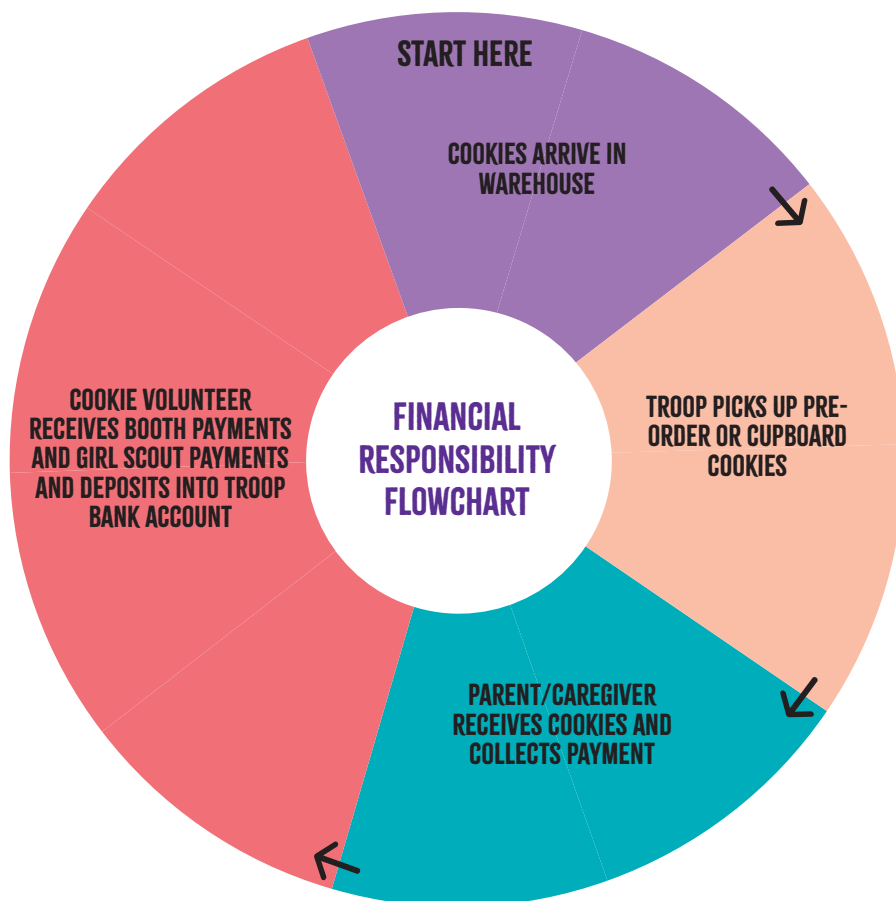
Your troop must pay Girl Scouts of Eastern Missouri for all cookies they order/receive for the troop. Your troop is financially responsible for all cookies ordered, regardless of whether they are sold. Your troop will keep the earned proceeds. The payment is collected electronically from the troop's bank account via ACH in March (for 1/3 of troop's initial order) and in April (for the remaining balance). If a troop's final ACH rejects, the troop's payment is considered past due, and the Finance team will contact the Troop Cookie Manager to collect payment. The troop is responsible for covering any fees incurred for insufficient funds or ACH rejection.

 Council financially responsible

 Troop financially responsible

 Parent/caregiver financially responsible

 Cookie volunteer financially responsible



You must enter/update your troop bank account information in eBudde by Feb. 2. This requires the bank account number and bank routing number, which is found on your troop checks. After this time, you will be locked out from making updates. Council will do a test ACH on Feb. 4 to ensure accurate account information.

Note: Personal bank accounts MAY NOT be used to conduct troop business. If you need assistance setting up a troop bank account, please contact the Answer Center or your Community Engagement Manager.

YOUR NAME
1234 Main Street
Anywhere, OH 00000

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

044072324 000123456789 123

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

IMPORTANT FINANCIAL PRACTICES

- ALWAYS make sure your Girl Scouts' parent/caregiver has signed the product programs permission section of the annual Girl Health History/Permission Form before any cookies are ever given to them.
- Cookie payments should be collected from customers upon delivery of their cookies (except for Digital Cookie orders)
- Do not give additional cookies to a Girl Scout/family until they have paid the troop for the cookies they already received. A good rule of thumb is not to give more than 100 additional packages of cookies at a time. This limits the potential financial risk to the troop.
- Checks should be made payable to GSEM Troop XXXX (insert troop #) and include the customer phone number and driver's license number on the memo line
- Use the Digital Cookie app for cookie booth credit card payments
- Caregivers can use the Digital Cookie app for collection of payments for order sheet and in-hand cookies
- Don't leave large amounts of cash laying around. Make frequent visits to the bank to deposit it
- Be protected! Each time you give cookies to a Girl Scout/family, complete a product receipt. Each time you collect money from a Girl Scout/family for cookies, complete a product receipt. The cookie receipt includes a financial responsibility line on it; another layer of protection.
- Enter each cookie and payment transaction in the eBudde Girl Order tab. Each receipt you complete should match a line in eBudde.
- Use only eBudde to keep track of cookies and money
- Do not over-order cookies to avoid unsold inventory. Cookies may not be returned or exchanged.



CREDIT CARD PAYMENTS

Payments collected through Digital Cookie will automatically be transferred to council, not the troop's bank account. If a troop has conducted most of its sales through Digital Cookie, the troop may be due a deposit from council at the end of the season.

It is strongly recommended troops use the Digital Cookie mobile app for accepting credit card payments at booths and by individual Girl Scouts when delivering product. Council covers processing fees. Troops must set up and publish their Digital Cookie Troop site to enable this feature. Please note that cash transfer apps, such as Venmo, Cash app, Zelle, etc. are not approved payment systems for Girl Scout troop business.

The Digital Cookie app is the primary system for taking credit card payments during the cookie season. This option will be available for troops and Girl Scouts starting February 13.



COMPLETING RECEIPTS PROPERLY

No matter the situation, ALWAYS use a cookie receipt to record movement of cookies and money between troop and Girl Scout/family. Other than initial order cookies, which will already be recorded in eBudde, each receipt for cookies given to a Girl Scout and money received should have a matching line in the eBudde Girl Orders tab. Here are some examples of what receipts could look like in different situations.

MONEY AND/OR PRODUCT RECEIPT				CUPBOARD#	RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO.	1234	REPORT CODE	NH0005 UNIT	DATE	2-26-25	FROM M. Johnson
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE			
	10	ADVENTUREFULS™	\$762			
	7	LEMON-UPS®				
	13	TREFOILS®	AMOUNT PAID			
	13	DO-SI-DOS®				
	20	SAMOAS®	\$0			
	16	TAGALONGS®	AMOUNT STILL DUE			
	31	THIN MINTS®				
	11	GIRL SCOUT S'MORES®	\$762			
	6	TOFFEE-TASTIC®				
	127	← TOTAL				
RECEIVED BY (SIGNATURE)			GIRL'S NAME			
Juliette Low			Juliette Low			
RECEIVED FROM (SIGNATURE)						
M. Johnson						
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)						

Giving Cookies to Girl Scouts
(Order Sheet Only)

MONEY AND/OR PRODUCT RECEIPT				CUPBOARD#	RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO.	1234	REPORT CODE	NH0005 UNIT	DATE	2-26-25	FROM M. Johnson
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE			
	10	ADVENTUREFULS™	\$762			
	7	LEMON-UPS®				
	13	TREFOILS®	AMOUNT PAID			
	13	DO-SI-DOS®				
	20	SAMOAS®	\$762 online			
	16	TAGALONGS®	AMOUNT STILL DUE			
	31	THIN MINTS®				
	11	GIRL SCOUT S'MORES®	\$0			
	6	TOFFEE-TASTIC®				
	127	← TOTAL				
RECEIVED BY (SIGNATURE)			GIRL'S NAME			
Juliette Low			Juliette Low			
RECEIVED FROM (SIGNATURE)						
M. Johnson						
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)						

Giving Cookies to Girl Scouts
(Digital Cookie Only)

MONEY AND/OR PRODUCT RECEIPT				CUPBOARD#	RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO.	1234	REPORT CODE	NH0005 UNIT	DATE	2-26-25	FROM M. Johnson
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE			
	10	ADVENTUREFULS™	\$762 toffee			
	7	LEMON-UPS®				
	13	TREFOILS®	\$360 order and \$402 online			
	13	DO-SI-DOS®				
	20	SAMOAS®	AMOUNT PAID			
	16	TAGALONGS®				
	31	THIN MINTS®	\$402 online			
	11	GIRL SCOUT S'MORES®	AMOUNT STILL DUE			
	6	TOFFEE-TASTIC®				
	127	← TOTAL	\$360			
RECEIVED BY (SIGNATURE)			GIRL'S NAME			
Juliette Low			Juliette Low			
RECEIVED FROM (SIGNATURE)						
M. Johnson						
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)						

Giving Cookies to Girl Scouts
(Order Sheet & Digital Cookie)

MONEY AND/OR PRODUCT RECEIPT				CUPBOARD#	RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO.	1234	REPORT CODE	NH0005 UNIT	DATE	3-2-25	FROM Jane Low
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE			
		ADVENTUREFULS™				
		LEMON-UPS®				
		TREFOILS®	AMOUNT PAID			
		DO-SI-DOS®				
		SAMOAS®	\$172 check			
		TAGALONGS®	AMOUNT STILL DUE			
		THIN MINTS®				
		GIRL SCOUT S'MORES®	\$188 cash			
		TOFFEE-TASTIC®				
		← TOTAL	\$0			
RECEIVED BY (SIGNATURE)			GIRL'S NAME			
Juliette Low			Juliette Low			
RECEIVED FROM (SIGNATURE)						
Jane Low						
(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)						

Cash & Check Payment from
Girl Scout Caregiver

ACH WITHDRAWAL/LATE PAYMENTS

The Troop Cookie Manager and Troop Leader will receive an email one week before the scheduled ACH withdrawals confirming the amount due. If the troop has submitted a Troop Late Payment Report due to non-payment by a Girl Scout parent/caregiver, that amount will be deducted from the amount due to Council. If a troop's online sales exceed the amount due to council, an ACH deposit for the proceeds owed will be transferred to the troop on April 8.

Failure by the troop to pay the full balance due for the product may result in collections agency action and a funds restriction with the council for the troop leader/Troop Cookie Manager.

RETURNED/BOUNCED CHECKS

For customer payment collection, Girl Scouts can accept checks made out to GSEM Troop XXXX. If the troop receives a returned check, we ask that you try to collect the funds from the check writer and document that attempt. If your attempt is not successful, please fill out a Collection Request Form as completely as possible, include the "legal copy" of the check, as well as a copy of your bank statement showing the bounced check fee and mail or deliver to Council, Attn: Finance Department.

The completed form should be submitted no more than 45 days after the returned check date. We will then take over the collection process. Once the documents are received, Council will either decrease the ACH draw for the troop or utilize ACH to reimburse the troop as appropriate.

STOLEN FUNDS

If money, checks or product have been stolen, the responsible party should contact the police, get a police report and file a claim with their insurance company. The troop should also complete a Troop Late Payment Report for the responsible party. If product or funds are stolen during the course of a cookie booth, the cookie manager or leader should contact the council finance department after contacting the police.

It is the responsibility of the individual involved to obtain a written copy of the police report and insurance company report. These reports should be sent via registered mail directly to Girl Scouts of Eastern Missouri, Attn: Finance Department, 2300 Ball Dr., St. Louis, MO 63146. Parents/caregivers are fully financially responsible for all product received—including any lost or stolen product, funds or product damaged while in their possession.



BRAVE.
FIERCE.
FUN!