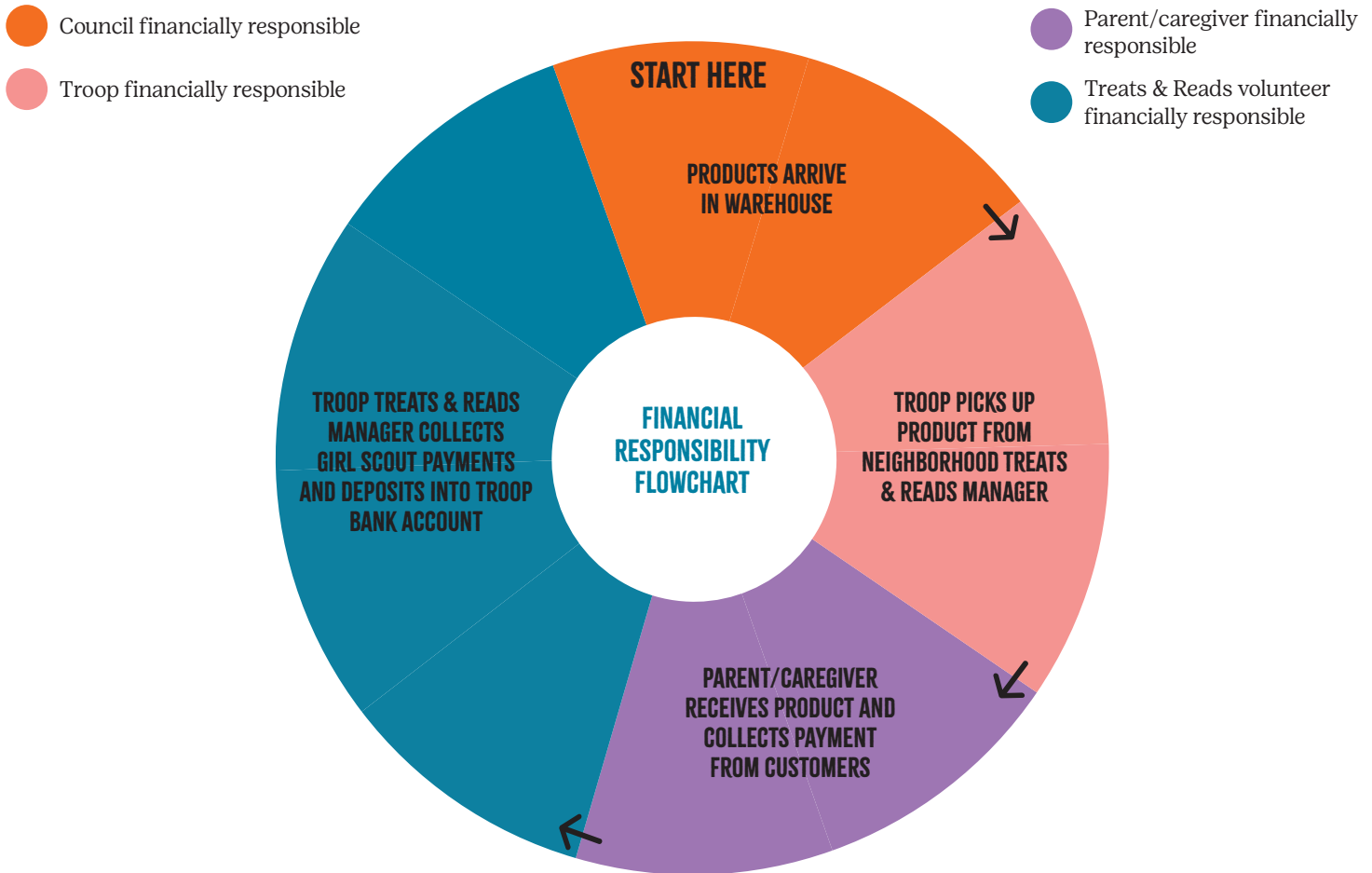


# MONEY MANAGEMENT TIPSHEET

Your troop must pay Girl Scouts of Eastern Missouri for all products they order/receive for the troop. Your troop is financially responsible for all products ordered, regardless of whether they are sold. You keep the proceeds your troop earns either through cash collected for order card products and/or through council ACH deposit on Dec. 19. The payment is collected electronically from the troop's bank account via ACH on Dec. 19. If a troop's ACH rejects, the troop's payment is considered past due, and the Finance team will contact the Troop Treats & Reads Manager to collect payment. The troop is responsible for covering any fees incurred for insufficient funds or ACH rejection.



## COLLECTING MONEY FROM CUSTOMERS

Girl Scouts deliver products to customers and collect payment for order card orders. For customer payment collection, Girl Scouts can accept cash or check. All checks should be made payable to "GSEM Troop XXXX (troop #)" with the customer's driver's license and phone numbers on the face of the check.

To avoid last-minute visits to drop off money, you may want to set an earlier troop deadline for money collection.



## Collecting money from parents/caregivers:

- Receive the money envelope directly from parents/caregivers; do not have Girl Scouts bring money to school or have parents drop off money if you are not home.
- Count cash and checks in the presence of the parent/adult and complete a money/product receipt, both sign, give one copy to them and keep one copy for your records.
- Record payment for the Girl Scout order in M2.
- Deposit in the troop bank account at least weekly to avoid holding large amounts of cash and checks.

## RECORD PAYMENT IN M2

1. Click on Manage Troops and Girl Scouts on your M2 dashboard
2. Click View Payments
3. On the Girl Scouts tab, click Add Girl Scout Payment button

**Girl Scout Payments**  
View Girl Scout payments for this troop.

SEARCH TOOLS ▾

Click rows to view girl scout payment information. Click the "+" menu to access additional features.

Girl Scout	Payments Due Troop	Payments Made	Balance
+ Janie Jones	\$0.00	\$15.00	(\$15.00)
+ Cat Test	\$0.00	\$0.00	\$0.00

RETURN TO DASHBOARD

## What happens if a Girl Scout/family doesn't pay the troop for their order card products?

To protect the troop, be sure to document all communication to parent/caregiver regarding collection of the payments and keep copies of all receipts. Record ALL products (for order card and/or online girl-delivery) given to the Girl Scouts and ALL money received in M2 as backup for us. Without such documentation, it is difficult for us to prove the person owes any money. Complete a [Troop Late Payment Report](#) by Dec. 8. This transfers payment collection responsibility to Council.

## TROOP LATE PAYMENT REPORT

If a parent/caregiver does not pay by Dec. 8 (or your troop's earlier deadline):

Contact the parent/caregiver and let them know money is past due. Explain that you are required to complete a [Troop Late Payment Report](#) if the money is not paid immediately.

Complete the online form listing how and when attempts were made to contact this person. Please also provide documentation of balance due and payments already made. If you do not complete a late payment report for the late-paying parent/caregiver, then you assume financial responsibility for the money owed. To protect yourself, it is imperative that the Troop Treats & Reads Manager complete and submit a report for any parent/caregiver that owes money at the end of the program, even if they promise to pay the next day.



After [Troop Late Payment Report](#) is submitted to the Finance Department:

1. Finance will contact the parent/adult after receiving the report and request payment. Agreed upon payment information will be noted.
2. Forms of communication used will include telephone, email and letter.
3. Nonpayment may impact the Girl Scout's ability to participate in the Cookie Program or other future product programs.
4. Nonpayment may result in being sent to a Collections agency.
5. Any caregiver or volunteer with an outstanding or delinquent balance owed to Girl Scouts of Eastern Missouri which has been sent to Collections will have a restriction of No Funds Handling placed on their account. A No Funds Handling restriction prevents the parent/caregiver or volunteer from participating in any role that is responsible for managing product or funds, including having access to bank accounts. Because unpaid balances can serve to reduce our resources to provide services to girls, we pursue all debts vigorously. Failure to successfully resolve debts in a timely manner can result in prosecution.
6. In the event the troop does not pay their balance owed to Council, it becomes the financial responsibility of the Troop Treats & Reads Manager and Council will complete a late payment report for that individual.

## **ACH WITHDRAWAL/LATE PAYMENTS**

A single ACH withdrawal for 100% of the money due to council for product purchased will be drawn on Dec. 19. The ACH withdrawal amount is equal to the troop's total sales, minus the troop's earned proceeds. For instance, if a troop sells \$1,000 in product, the withdrawal will be \$850, and the troop retains the \$150 (15%) in proceeds in their account. The Treats & Reads Manager and Troop Leader will receive an email one week before, confirming the amount due. If the troop has submitted a Troop Late Payment Report due to non-payment by a Girl Scout parent/adult, 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 Dec. 19.

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 leader/Troop Treats & Reads Manager.

## **RETURNED CHECKS**

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.

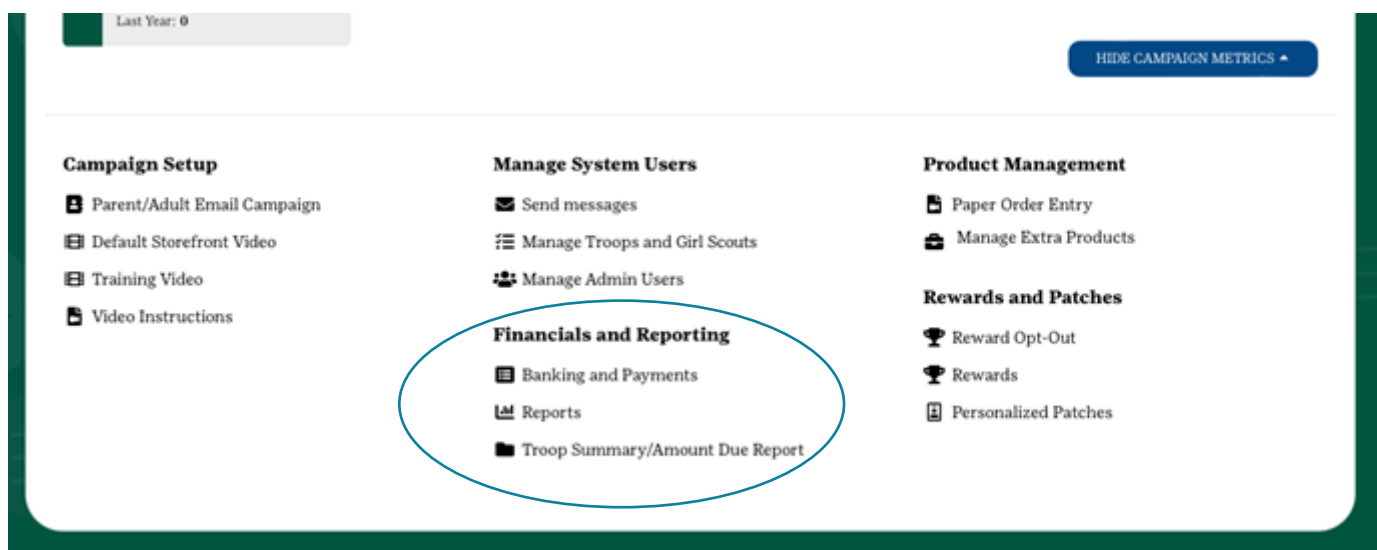


## STOLEN FUNDS

If money, checks or products have been stolen, the troop should complete a Troop Late Payment Report for the party responsible. The party responsible should file a police report and contact their insurance company. 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.

## M2 FINANCIAL REPORTS

Be sure to view and save the Troop Financial reports in M2 for your reference. These are available under Financials and Reporting on your M2 dashboard. Click on the image below for video.



**CLICK ON THE IMAGE TO WATCH  
A TUTORIAL VIDEO ON TROOP  
FINANCIAL REPORTS.**

