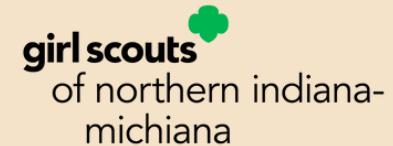




# Cookie Foundations: Money Matters



## DO

Set boundaries with caregivers on when you need money submitted; enter Girl Scout financial transactions into Smart Cookies regularly.

Deposit all money into the troop bank account.

Give caregivers receipts for every transaction: when providing cookies and receiving payments.

Make regular deposits, utilizing all co-leaders and the troop treasurer so more than 1 person is making bank runs.

## Volunteer Product Responsibility Form

All registered adults who will be involved in handling money and/or product **for the troop** need to have an updated form on file for each membership year.

## DON'T

Allow caregivers to have more than \$240 (40 packages) in unpaid cookies for each Girl Scout in the household.

Deposit cookie money into a personal account.

Accept personal checks from customers outside your troop family. Be cautious about accepting checks from troop families.

Keep large amounts of cash on hand.

## Remember!

If you distribute cookies to a Girl Scout without a caregiver signature on file, you are assuming full financial responsibility for those cookies.

## Girl Scout Product Program Responsibility Agreement

Caregivers sign this agreement when picking up cookies for the first time. This agreement needs to be kept in the troop files until the completion of the cookie program, and all money owed has been submitted.



## Paying Your Balance

Date	Balance Due
February 16	Email sent detailing amount to be withdrawn from troop acct.
February 19	First ACH withdrawal
March 24	Email sent detailing amount to be withdrawn from troop acct.
March 26	ACH withdrawal

## ACH Process

1. Smart Cookies will calculate the withdrawal amount for each troop
2. Smart Cookies will use the first ACH cut-off date of 2/12/26
3. 50% of net troop sales as of 2/12 will be the percentage used in the calculation
  - a. Credit card, Venmo, and PayPal payments made as of 2/12 will be considered in the calculations
  - b. An email from [noreply@abcsmartcookies.com](mailto:noreply@abcsmartcookies.com) will be sent to each troop showing the amount that will be withdrawn
4. A report is generated listing each troop account and routing number, which is then sent to the bank
5. Banks will withdraw the correct amount and deposit it into the council's account

This process will be repeated after the cookie program ends, with 100% net troop sales as of 3/23 being withdrawn, email on 3/24, and withdrawal by the bank on or around 3/26.

Bank withdrawals may take a day or two after the withdrawal date to process.

**Note:** Since 100% of troop net sales will be credited and recognition orders are due 3/23, any cookies picked up after this date will not count towards troop proceeds or recognitions and will need to be paid in full through cash or debit/credit card at the time of pickup.



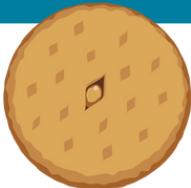
### Cookie Pickup Authorization Form

To be completed by the Troop Leader or Cookie Volunteer for the troop acknowledging any adult authorized to pickup cookies. This form must be presented with the first cookie order pickup.



### Banking Information and Agreement (BIA)

The BIA is an annual form that must be submitted in order to participate in the Cookie Program. This form needs to be submitted before you pick up cookies for the first time.



### The cookie troop finance process includes:

- Collecting money from families, with no family owing more than \$240 at any given time
- Keeping enough cash on hand to supply change for booths
- Storing booth money in a secure container and not leaving it out on a table unattended
- Making regular deposits- not keeping large amounts of money outside the troop account
- Keeping all deposit receipts in the troop files for 2 years

### The cookie troop finance process does NOT include:

- Taking deposit slips to your cupboard or mailing them to the front desk
- Making deposits into a council account



## Troop Proceeds

Per Girl  
Average  
(PGA)

Packages Sold	Proceed Amount	J/C/S/A Opt Out
1-265	\$.85	\$.90
266+	\$.95	\$1.00
Super Product Troop	+ \$.05	+ \$.05

Older Girls  
(J/C/S/A)



### Super Product Program Troop

- Hold a caregiver product program meeting.
- With the troop, set a troop goal and enter it into Smart Cookies on the Dashboard.
- Submit troop finances on time, showing all Fall Product and Cookie Program proceeds deposited into the troop account. If any proceeds are missing, proof of unsold and/or donated cookies will be needed. Proof examples include donation letters submitted to the front desk or cookie inventory included with submitted financials.