



## **Cookie Money Collection and Deposit Information**

Girls should instruct customers that all checks should be written payable to Girl Scouts – Homestead Council.

Because deposits must be made and deposit slips are due to your service units by Friday, March 14, please set a deadline with your girls at least 5 days prior to collect their money.

Troops earn \$.50 per box of cookies. Use the pink copy of your Troop Order (T-4) to compute total amount sold, total troop earnings, and amount due to Council.

Troops may order a deposit stamp from TierOne Bank for a small fee. Forms are available from the Resource Center.

### **What Do You Do With the Money Owed to the Council?**

- Use your Troop Worksheet (T-1) to determine what each girl owes you in advance.
- As you receive money from each Girl Scout, count it in front of her and/or the parents. Have the parent initial the “amount paid” column, to verify accuracy.
- Troop cookie managers will deposit all money owed to Council directly into the Council product sale account at any TierOne Bank location (see TierOne Bank deposit instructions, locations and hours following). Deposit only the amount owed to the Council in the Council account (total amount sold minus \$.50 per boxes sold).
- Try to avoid TierOne Bank during the lunch hour and on Mondays and Fridays – their busiest times. Or please expect it to take a little longer to make your deposit. Also do not utilize the drive-thru service window to handle your deposits.
- We encourage you to make more than one deposit during the collection time.
- Two deposit slips will be provided by your service unit.
- Attach the yellow copy of your deposit slips with copy four of the T-4 and the yellow & pink copies of the T-80 and turn into your service unit before Friday, March 14.
- If you do not have a local TierOne Bank (Service Units 1, 3, and 11), please see the following instructions.



**For Service Units 1, 3, and 11 (York, Geneva, Weeping Water, Syracuse) without a local TierOne Bank, please do the following:**

1. Deposit all earnings into your troop account.
2. Payment to the Council (total amount sold minus \$.50 per box sold) must be made with a cashier's check or money order. No troop checks, please. Most banks will provide a cashier's check at no cost upon mentioning it is for Girl Scouts.
3. Please note your troop # and service unit # on the cashier's check or money order.
4. Attach the cashier's check or money order with copy four of the T-4 and the yellow & pink copies of the T-80 and turn into your service unit before Friday, March 14.

### **Money Collection and Deposit Questions:**

What if . . . .

**1. The troop does not have enough cash to keep the troop earnings and all other checks are made out to Girl Scouts – Homestead Council?**

*The troop should do its best to fulfill troop profit from the cash and checks made out to the troop. If you must deposit more into the Council's account than what is owed to the Council, Homestead Council will write a check back to the troop to reimburse for the profit owed the troop.*

**2. How do I figure final troop profit when a girl still owes money?**

*Keep out the TOTAL amount owed to the troop from the total boxes of cookies sold, regardless if all girls have turned in their money.*

**3. We are experiencing difficulty in collecting from parents and/or not all money has been collected before the deadline?**

*Do your best to collect monies from girls and parents by the paperwork due date. Always meet the paperwork and deposit deadline. The troop should deposit and submit paperwork based on what has been collected. If money is still owed at the time of the due date, indicate the details on the comments section of the Troop Order (T-4): girl's name, parent's name and amount owed. The Council will follow-up with parents once the information is received. If a parent pays the troop after the paperwork is submitted, contact Pam or Janice to let them know.*



**4. What do I say when a parent asks if the troop can cover their debt?**

*Troops should never cover uncollected money. It is the Council's responsibility. Troop leaders and Cookie Managers should never short a troop to cover a debt.*

**5. We receive an insufficient check?**

*Troops depositing in the Council's Product Sales Account at a TierOne Bank will not need to worry about insufficient checks. Troops who must deposit within their own account because they do not have a TierOne in their community, should redeposit the check again after initially receiving the check back marked "insufficient funds". If the check is returned a second time, it should be forwarded to the Girl Scout Resource Center. Homestead Council will attempt to collect on the check but will reimburse the troop immediately for the check and any bank fees charged them.*

**6. Checks are made out to an individual girl?**

*When training girls and parents, please remind them that checks should be made out to Girl Scouts – Homestead Council. If a check is made out to a girl or her parents, they can endorse the check and turn it in to the troop or they can rewrite a check to the troop for the amount on the check(s).*

**7. What if a girl took cookie orders and does not get the cookies from the troop and does not deliver to the customers, therefore, there is no money collected?**

*At this point, it is best if the troop can work together to deliver the cookies to the noted customers on the girl order card and collect the money. Troop members that assist with delivery and collection should receive credit for the number of boxes delivered.*