

Financial Process!

Please note we NO LONGER BANK WITH WELLS FARGO BANK.

Please follow the directions below to submit your 2012 Cookie Sale paperwork and money.

NOTE: Due to the Direct Sale program, Girl Scouts will be collecting money as they sell cookies. The amount of money Troops will be receiving throughout the sale will be very large. For safety reasons we have set up 3 designated Cookie Payment days. Please submit any money (checks only please!) Troops have collected to your local GSDH Office or mail checks to the Sioux Falls Office via CERTIFIED Mail on these particular days:

February 24th, March 9th & March 23rd

We strongly ENCOURAGE if your Troop has \$500.00 or more at any one time you submit those funds to your local GSDH Office or mail checks via certified mail to the Sioux Falls office throughout the sale.

Step 1. Look up the “amount due to council”, found on the “Troop Balance Summary” report from the Snap ordering system www.abcsnap.com.

Step 2. All cash should be deposited into the troop’s bank account and all checks should be given to your CSC or the Girl Scout Office as a “payment” for the amount the Troop owes to council. The Troop Leader should write a check to “Girl Scouts–Dakota Horizons” for the remaining amount owed to Council or order a cashiers check from their bank for the cash “payment” total. **PLEASE DO NOT MAIL CASH!**

Step 3. Make a copy of ALL Troop Bank Deposits and turn in with your paperwork! **REMEMBER to mark your deposit slips with your Troop # and Service Unit Name. Also stamp back of all checks with a Girl Scout Deposit stamp.**

Step 4. All checks made out to “Girl Scouts–Dakota Horizons” should be turned into the Service Unit Cookie Sale Coordinator (CSC) or GSDH by **March 28th, 2012**. The CSC will mail the checks along with all troop’s paperwork via **CERTIFIED MAIL** (signature required) to:

**Girl Scouts–Dakota Horizons
1101 S. Marion Road
Sioux Falls, SD 57106
Attn: Product Sales**

Step 5. Troops can enter all girl deposit information into the Snap ordering system. Troops do NOT enter any Troop deposits submitted to GSDH into Snap. Once Council receives the Deposit they will confirm it & enter the “payment” amount into Snap for the Troop.

Step 6. If your Troop is delinquent any amount, fill out the Product Sales Delinquent Account Form, found on the online training site. Turn in the delinquent form with your paperwork to the Service Unit Cookie Sale Coordinator. **DO NOT COVER THE FUNDS** with your troops account. If Council is successful in collecting the debt, a check for Troop Proceeds will be mailed to you.

NOTE: All money turned over to GSDH or from a Troop Leader to a CSC should be recorded on the Money Tracking Form and signed by the party which receives the money. The Money Tracking Form should be included with the money for documentation.

Money Tracking Form 2012 Cookie Sale



With the Direct Sale Cookie Program, Girl Scouts will be collecting money as they sell cookies. The amount of money troops will receive throughout the sale will be very large. For safety reasons we STRONGLY encourage troops to turn in any funds collected throughout the sale to their local GSDH Office. Please submit any money Troops have collected to your local GSDH Office or mail checks to the Sioux Falls Office via CERTIFIED Mail (checks only please!) . When checks are being transferred from the Girl Scout to the GSDH Office, please have each party sign for the money and count the total received together.

Service Unit _____ Troop # _____

Money Transaction from/to: *(Signature Required)*

Parent _____ Amount \$ _____

Leader _____ Amount \$ _____

CSC _____ Amount \$ _____

Staff _____ Amount \$ _____

Other _____ Amount \$ _____

Notes:

By signing this form I acknowledge the receipt and responsibility of these funds and understand any missing funds between parties will be the financial responsibility of the LAST signature on the form. All funds should be turned into Girl Scouts–Dakota Horizons by April 2, 2012. Funds can be dropped off at any GSDH District Office or mailed via certified mail to:

*Girl Scouts–Dakota Horizons
Attn: Product Sales
1101 S Marion Road
Sioux Falls, SD 57106*