

## **Money Handling Procedures Troop Monies**

**All troops must turn in a VOIDED troop check and fill out the Automatic Clearing House (ACH) Debit Authorization form to Council in order to receive their troop packet.** ACH is a nationwide electronic funds transfer network which enables banks to distribute electronic charges (debits) to bank accounts and to settle such entries.

The Product Sales Department will have a print-out of troops who already have their bank account information on file. **An ACH form still needs to be signed agreeing to the dates and terms.** In the "VOID" check space, the troop leader can indicate that the council has that current troop account information on file, but must be verified by council. Your troop will not be able to participate in the Fall Program unless these forms have been turned in.

**Each troop is required to make their deposits into their troop bank account. NEVER leave money unattended in the car or anywhere else.** The troop is financially responsible for all product they receive whether it is sold or not. Returns of unsold product will not be accepted or exchanged.

You will verify the amounts in the Nut-E System under reports, it will state how much your troop sold in total, how much is due to council, and how much is troop profit. **All money is to be deposited into your troop bank account by November 9, 2018.** On November 12, 2018, the Troop Fall Product Manager is required to email the Discrepancy/NSF Report to [jcandelas@gsdsw.org](mailto:jcandelas@gsdsw.org). IF there are any discrepancies (delinquent girls or Non-Sufficient Funds (NSF) checks).

If there are any delinquencies and/or NSF checks, you need to indicate that on the Delinquency/NSF Report. If a troop doesn't turn in that form by November 12, 2018, the council will withdraw the entire amount due to council; NSF or Delinquent amounts will not be deducted. **The troop will be responsible for those amounts.**

If your troop receives any NSF checks, troops will forward the original or legal copy to the council within 7 days of return for collections. The council will also collect bank fees up to \$25. A bank statement or report showing how much your troop bank account was charged for the NSF needs to be with the NSF in order to be collected. You will need to turn this information in with Delinquency/NSF Report on November 12, 2018. This is the only way the council can process the NSF and bank fees. Your troop will not be responsible for these amounts as long as the appropriate paperwork is turned into the council and the NSF check is a council approved check. See "Checks" section on the next page for specific information on council approved checks.

If you have any delinquencies they MUST be turned in by November 12th via email to [jcandelas@gsdsw.org](mailto:jcandelas@gsdsw.org). You need to submit the girl signed permission slip, signed receipts, and Delinquency/NSF Report. You will list the amounts on the Delinquency/NSF Report in order for the delinquency to not be taken from the troop account.

**DO NOT TAKE MONEY FROM TROOP PROFIT TO PAY FOR A GIRL'S DELINQUENCY.  
COUNCIL WILL NOT BE ABLE TO HELP COLLECT DEBTS PAID IN THIS MANNER.**

# Checks

Checks can be accepted with the following criteria. **The maximum amount that a personal check can be written for is \$75.** A preprinted business check is the only exception to the \$75 maximum amount. All checks must be preprinted. Do NOT accept any “temporary” checks.

Once a check is received, **verify and record the following information on the check: customer’s address, phone number, and driver’s license number.** Make sure the checks are made out to “**Your Troop Number**” and that the written number and amount match. Also, make sure the check is signed and properly dated. Postdated checks are not to be accepted. It is important to inform the customer of the check process. If a check is returned for nonsufficient funds (NSF), you will follow the NSF procedures and the check will be processed by the collections firm.

**The council will ONLY cover up to \$75 and the bank fees charged to your troop bank account. If a troop incorrectly accepts a check for more than \$75 and the check is a NSF check, the council will only be responsible for \$75; the troop will be responsible for any amounts over the \$75 of a NSF check.**

**If money and/or product is stolen, a police report needs to be filed immediately and the council needs to be notified. Additionally, the loss needs to be reported to your private insurance carrier. Ultimately, the individual who lost the money/product is financially responsible for the loss to the council. Please stress the importance of this information to the girls and their parents/guardians.**

Check must be preprinted with customer's name and address.

Record customer's phone number and driver's license number. Verify address when looking at license.

Check must be made out to your Troop Number. (Not Troop 12345)

Ensure check is not for over \$75.00.

John Doe  
123 Main St  
Anywhere US 10111

Phone: (555) 555-5555  
DL#: 123456789

Date 01-30-14

PAY TO THE ORDER OF Troop 12345 \$ 24.00

Twenty four dollars and zero cents DOLLARS

Your Bank  
456 Main St  
Anywhere US 10111

MEMO For Girl Scout Cookies!

John Doe

⑆ 123456789 ⑆ ⑆ 000012345 ⑆ 0100