

WRAPPING UP THE PROGRAM CHECKLIST

Final payments are due by service units to council by Monday, March 30, 2021. Council will send a sign-up to schedule your turn-in time.



Before Troop Turn-In

- Make sure you have no cookies remaining in your service unit's cupboard/inventory. To check your cupboard inventory, pull a *Cupboard Inventory Report* from ABC Smart Cookies. All cookies should be sold or donated by the end of the sale. Please note: your service unit is responsible for paying for any donated cookies. If you are having trouble selling cookies in your cupboard at the end of the Sale, please contact council.
- Transfer all cookies from your service unit's cupboard in ABC Smart Cookies to your troops. Check that your troops have transferred all their cookies to the girls in their troops by pulling a *Troop on Hand Inventory* report. Recognition orders cannot be created until all cookies have been transferred.

Troop Turn-In

- Collect final payments from all troops in your service unit. Troops should use the *Troop Balance Summary* to help them complete their final payment form and determine what each troop owes council. To view this report, visit ABC Smart Cookies, go to *Reports*, then *Finance* in the Report Categories, and pull a *Troop Balance Summary* report.
 1. The bottom of the report will say *Balance* and list the remainder that each troop owes to council. This amount will already have the troop's proceeds (including proceeds from online sales) and any partial payments, payments from online sales, or fees subtracted from it.
 2. Troop proceeds are calculated based on the *Average Packages Sold Per Girl Registered*.
 3. If a troop is opting for Older Girl Proceeds, these will be distributed to each troop by council in the form of a separate check after final payments have been made and processed.
 4. There are multiple ways that a troop can pay their balance to council. Please see page 20 of this guide or page 16 of the Troop Guide to see the different ways troops can make payments.
- Confirm that each troop in your service unit has created the recognition order for their troop and that sizes have been selected for each item that requires a size.
- **Troops opting out of recognitions:** if there are troops in your service unit selecting to opt out of recognitions to receive older girl proceeds, they will still need to transfer cookies to the girls who sold in the troop and complete a recognition order so girls will receive their earned patches. To receive older girl proceeds, the troop will need to select the older girl proceeds option in ABC Smart Cookies and turn in an Older Girl Permission Slip with the rest of their paperwork for each girl in the troop.

Service Unit Turn-In

Please bring the following items to the council office for the service unit turn-in.

- Troop payments and a fully completed final summary report form for each troop. **Please note that final summary report forms are required for all troops, even if they made their final payment through the ePayment system.**
- **Signed Troop Leader/Troop Cookie Manager Agreements if filled out online council has a record, if they signed a paper copy please turn in to council.**
- **Signed Older Girl Permission Slips for older girl troops opting out of recognitions if filled out online council has a record, if they signed a paper copy please turn in to council.**
- Troop Collection Report (if applicable)

Reward Distribution

- Recognition items and patches will be shipped to you in May or June. You are responsible for distributing all recognition items upon arrival. To find out which troop earned which recognition items and patches, visit ABC Smart Cookies, go to *Reports*, then *Rewards*, and pull a *Recognition Order Summary by Troop* report. Troops should distribute recognitions and patches to girls as soon as they are received.