Wrapping Up Checklist

Final payments are due by service units to council by Friday April 2, 2027.



Before Troop Turn-In

- Make sure you have no cookies remaining in your service unit's cupboard inventory. To check you cupboard inventory run a Cupboard Inventory Report in ABC (filter unit of measure by packages). All cookies should be sold or donated by the end of the sale.
- Check that your troops have transferred all their cookies to the Girl Scouts in their troops by running the 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. Troops should use the Troop Balance Summary or Troop Balance Summary Snapshot report to determine what they owe to council. The bottom of the report has their balance due. It will have already subtracted other payments and proceeds due to the troop. There are multiple ways troops can pay their balance to council. Please see page 13 of the Troop Cookie Guide for information on the ways to make payments.
- Confirm each troop in your service unit has created a recognition order, and that no outstanding selections remain for choices of reward or sizes. Instructions to complete a recognition order can be found on page 22 of the Troop Cookie Guide.
- If there are troops in your service unit opiting out of rewards to receive more proceeds, they still need to do all their transfers and create a recogntion order. Girl Scouts in opt-out troops still earn patches which will be shipped with the other service unit rewards. Instructions for opting out of rewards can be found on page 22 of the Troop Cookie Guide.
- If you have any physical payments and payment forms to turn in, please reach out to Rebecca and Michelle to arrange a time to come in.

Reward Distribution

- Recognition items and patches should be shipped to you in May or June. You are responsible for distributing all recognition itmes upon arrival and reporting to coucnil any shortages or damages within 2 weeks of receipt. To find out what each troop earned, run the Recognition Order Summary by Troop report in ABC.

After the Season

Encourage your troops to keep a copy of their Troop Balance Summary Snapshot report on their computer or printed out. Information on that report will be helpful when completing their troop finance reports over the summer, and ABC shuts down for maintenance in late June.